

## SOS Volunteer Practicum Report Form

Please record the dates you teach and the names of the 1-3 students that you work with for the practicum. Reports are due to the adult education office as soon as you complete the practicum and the 5 basic training workshops. Staple the green workshop tracking form and this form together so you can receive your certificate. When you complete the practicum, use the gray quarterly report form for each instructor or class that you work in until you are placed at the 1-on-1 site and use the 1-on-1 SOS report form.

Name of Volunteer \_\_\_\_\_ Telephone # (home) \_\_\_\_\_ (work) \_\_\_\_\_

Name of Instructor \_\_\_\_\_ Class Location \_\_\_\_\_ Class time and days \_\_\_\_\_

Date	Name of Student (Please Print)	1/2	Number of Hours worked =					Comments or Questions
			1	1 1/2	2	2 1/2	3	
	1.							
	2.							
	3.							
	1.							
	2.							
	3.							
	1.							
	2.							
	3.							
	1.							
	2.							
	3.							
	1.							
	2.							
	3.							
	1.							
	2.							
	3.							

The data entry clerk cannot enter the hours you worked without the first and last name of the student or if the name is not legible. Please print the student name.	Number of hours worked =						Comments or Questions
	1/2	1	1 1/2	2	2 1/2	3	
1.							
	2.						
		3.					
1.							
	2.						
		3.					
1.							
	2.						
		3.					
1.							
	2.						
		3.					
1.							
	2.						
		3.					
total volunteer hours worked this quarter =							

**Volunteer Projects for Program Enrichment and Profession Development**

( Do not list Basic Training dates. Do list projects and in-service workshops.)

Activity Date	Activity	# of service hours	Estimated \$ value	comments