

SOS Volunteer Monthly Report Form for One-on-One Tutors

Please record the dates you teach and the name of the student that you work with during a month. Reports are due to the adult education office on the last day each month for one-on-one tutors. Your timely response assists us in reaching the deadlines for the state reports. Use a new form each month and give Jane the completed form by mail, fax at (815) 479-7721, or email at jbrehm@mchenry.edu. Thank you for your help!

Name of Tutor _____ Telephone # (home) _____ work _____

Site Location _____ Tutor time and day _____ Name of Student _____

Date	Name of Student (Please Print)	Number of Hours worked						Comments on skill taught or progress
		1/2	1	1 1/2	2	2 1/2	3	
	1.							
	1.							
	1.							
	1.							
	1.							
	1.							
	1							
	1.							

Record total hours tutored _____.

I attended the following in-service workshops that are for professional development. (These are not the basic training workshops.)

Activity Date	In-service Workshop Title	# of service hours	comments

I volunteered for the following projects to help the literacy program.

Activity Date	Activity or Project Title	# of service hours	Estimated \$ value	comments