



**Bob Lucas Branch
Memorial Library
& Literacy Center
Altadena 91001**

626-798-8338

**MATERIALS, RESOURCES OR ASSISTANCE YOU
NEED FROM THE LITERACY OFFICE:**

**COMMENTS, SUGGESTIONS, CHALLENGES,
CHANGE OF INFORMATION:**

TUTOR: _____

LEARNER: _____

REPORT FOR _____ 2010
(MONTH)

**Tutor: Please complete this form and return it to
the Literacy Office by the last business day of each
month.**

TUTORING SITE/LOCATION: _____

**Check here if this is a different location
from last month**

**PLEASE ENTER MONTHLY TOTALS FROM
INSIDE REPORT HERE:**

Tutoring sessions total: _____

Tutoring hours total: _____

Preparation time total: _____

Other hours total: _____



TUTORING ACTIVITIES FOR THIS MONTH:

Materials & Methods used:

Text(s) used:

Important literacy-related events in life of the learner: (Please encourage learner to 'brag')

Important literacy-related events in life of the tutor:



TUTOR'S MONTHLY REPORT

TUTORING DATE(S)	TIME OF TUTORING EXAMPLE: 5-6PM	ACTUAL NUMBER OF TUTORING HOURS EXAMPLE: 1.5 OR .75	TIME SPENT PREPARING FOR TUTORING SESSION	OTHER VOLUNTEER HOURS (PLEASE DESCRIBE)
TOTALS				