

Recording and Attendance Calendar

Instructions: Click on the fields and enter information as indicated. Save the PDF as a new file and email to Shirley Colbert at ismcook@aol.com.

Beginning Date of this recording sheet Tutor Name

Ending Date of this recording sheet Student Name ABL ELL

This sheet holds 20 sessions. Please mail in:
 At least twice a year in June or January OR
 When sheet is full OR
 When student terminates for any reason

Deposit in box at First Baptist Church-Literacy Center or mail to:
 Literacy Action Corps
 P.O. Box 7105
 Columbia, MO 65205

List non-tutoring hours (preparation, driving time, volunteering in a non-tutoring capacity) and tutoring hours (face-to-face time teaching or spending time with student).

Instructions: Put date in small box. Put lesson number, sections, or topic and total tutoring time (including preparation) in large box.

01/01/2015							
SAMPLE SB 1 Lesson 1 1 hr / 1.5 hrs							

If the tutoring stopped give date and reason:

If so, can you take another student? Yes No

Please note any materials and relevant observations:

VOLUNTEER EVALUATION OF THE EXPERIENCE

Optional.

Please describe your feelings about the time it took to accomplish your volunteer job? (Too many hours? Not enough?)

Did LAC provide enough orientation and training? Do you have suggestions for LAC's support of volunteers in the future?

What has been the most satisfying aspect of your volunteer role?

What do you feel has been your most valuable contribution in your volunteer role?

What would make your work with us more enjoyable?

Did you have adequate resources to do your job? If no, please explain.

Other comments and/or recommendations:
