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# MONTHLY TUTORING REPORT

By 4<sup>th</sup> day of the month, mail, e-mail, FAX, or drop off at our office or Henderson County Library (brown box near reference desk)

**Blue Ridge Literacy Council • PO Box 1728 • Hendersonville, NC 28793 • 696-3811**  
**Email: brlcinfo@yahoo.com • FAX: 696-3887**

<b>FOR MONTH/YEAR:</b>		
<b>STUDENT:</b>	<b>TUTOR:</b>	
<b>SITE:</b>	<b>DAYS:</b>	<b>TIMES:</b>

For each session, record book name and number and Lesson #. Use SKILLS/GOALS WORKED ON/COMMENTS column to record reasons for cancelled sessions, reviews, etc.

DATES	HOURS SPENT			BOOK/ LESSON #	SKILLS/GOALS WORKED ON/ COMMENTS
	PREP	TRAVEL	TUTORING		
<b>TOTALS:</b>					

## Check with your student each month to update the following:

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Employer: \_\_\_\_\_

### # OTHER HOURS YOU HAVE PUT IN THIS MONTH:

BRLC TRAINING (tutor training, tutor network, workshops, consult with staff, etc.):
BRLC VOLUNTEER (office work, special events, etc.):

