MONTHLY GROUP TUTORING REPORT

Please complete both sides and mail, e-mail, drop off at the office, or put in the BRLC box the Henderson County Library by the 4th of each month.

<table>
<thead>
<tr>
<th>FOR MONTH/YEAR:</th>
<th>TUTOR:</th>
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<tbody>
<tr>
<td>GROUP NAME (if different than tutor):</td>
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TUTORING: Record class hours for each student in the table below. Record tutor class, prep & travel (round-trip time, not mileage) in Tutor’s Hours.

Please round to the nearest ¼-hour and do not use military time.

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>DATES OF CLASS</th>
<th>TOTAL STUDENT HOURS (Class)</th>
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TUTOR’S HOURS

Tutor should record total tutoring, prep and travel (round trip) time.

Class: ________ Prep: ________ Travel (time, not mileage): ________

*Other ________ Specify activity:

*Consult with staff, office work, special events, etc. Do not include hours for Tutor Training, In-Service Trainings or Tutor Networks, which are recorded separately.

See Reverse
Primary Text(s) Used: ____________________________

ADDITIONAL COMMENTS: Challenges, Victories, General Observations.

________________________
________________________
________________________
________________________
________________________
________________________

PLEASE CALL YOUR COORDINATOR (696-3811) IF YOU HAVE ISSUES/QUESTIONS OR NEED ADDITIONAL MATERIALS.

CHANGES IN STUDENT OR TUTOR DATA

Complete this section only if there are changes to the information indicated.

Each month, indicate: □ no changes       □ changes, noted below

New Tutoring Site/Days/Times: ____________________________________________

Student  (Use additional sheet if needed.)
Mailing Address: ________________________________________________________
Home Phone: ___________________________   Cell Phone: ______________________
Email: ________________________________   Other: ____________________________

Tutor
Mailing Address: ________________________________________________________
Home Phone: ___________________________   Cell Phone: ______________________
Email: ________________________________   Other: ____________________________