



Literacy Council of Midland County
 222 N. Saginaw, Suite 100
 Midland, MI 48640
 Phone: 839-0540

E-Mail to Tina: ABE, ESL & Other Tutors- tutors@literacymidland.org
 E-Mail to Becky: Barton Tutors- programs@literacymidland.org

TUTOR TIMESHEET

LACES _____

MAERS _____

Tutors Name:		Tutoring Site:		
Tutoring Day/Night Time:				
Student's Name:				
BARTON TUTORS COMPLETE THIS SECTION:				
Barton Book Level:				
Lessons Completed:				
LITERACY TUTORS (ABE, ESL, OTHER) COMPLETE THIS SECTION:				
Book(s) completed:				
Lessons completed:				
Student's Primary Goal:				
INSTRUCTIONS FOR COMPLETING TIMESHEET.				
Record tutoring times in MINUTE INCREMENTS ONLY (not hours) rounding up to the next half or whole hour.				
Record all dates and indicate missed meeting dates and tardiness.				
Please turn in completed timesheets at the end of each month.				
Month/Day/Year	Preparation Time	Tutoring Time	Total Volunteer Time	Special Notes
Total				

Comments:

****PLEASE LET US KNOW US OF ANY CHANGES IN YOUR PHONE, EMAIL OR RESIDENTIAL ADDRESS:
 YES! THERE IS A CHANGE: _____

Thank you for submitting your timesheets in a timely manner. Revised 02/08