

TALC- Volunteer Hours Quarterly Report

Please check the box next to the quarter you are reporting on this form:

<input type="checkbox"/> Jan	Feb	Mar	<input type="checkbox"/> Apr	May	Jun
<input type="checkbox"/> July	Aug	Sep	<input type="checkbox"/> Oct	Nov	Dec

Please circle the appropriate information about your student: BASIC ESOL NO STUDENT

Today's Date _____ Student's name _____

Tutor:

Name		Telephone number	
Address		Email address	

Please fill in chart below with the number of hours (to the nearest quarter hour) that you have volunteered each month of this quarter. Use the last row to add together your hours for your totals. Remember that attendance at meetings or training and committee work would be put in the "other hours" column.

Month	Teaching hours	Preparation hours	Travel hours	Other hours
1.				
2.				
3.				
Total for quarter				

Materials being used:

Series _____ Level _____ Other _____

General information needed for our annual report:

Original main goal of student:

Short term goals:

Student Accomplishments and Life Advances this quarter:

How did your student hear about our tutoring program?

Mail form to: Tacoma Area Literacy Council
 P.O. Box 7210
 Tacoma, WA 98417-0210

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