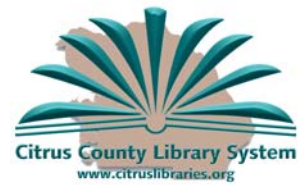


Citrus County Library System: Adult Literacy @ the Library
 Volunteer Tutor Monthly Timesheet



Tutor _____

Month/Year _____

Student _____

Phone Number _____

Location _____

Learner Goals

What is the start-up date of the goal?	Describe the goal.	What is the actual date that the goal was met?

Volunteer Hours

Day of Month	Preparation Time	Instructional Time	Travel Time	Other Time	Materials Used/Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total Hours					

Please note any cancelled lessons. If tutoring has stopped, please give reason.
 Please drop off, mail, or fax (352-746-9493) this volunteer timesheet to the library administrative office at the end of each month. This information is important to us in obtaining possible funding.
 If you need assistance with anything, please let us know. Thank you.

Citrus County Library System
Administrative Offices
425 W. Roosevelt Blvd.
Beverly Hills, FL 34465-4281

*Place Stamp
Here*

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Attention: Adult Literacy @ the Library Program