

**SOUTHWEST VALLEY LITERACY ASSOCIATION - MONTHLY TUTOR TIME REPORT**

Thank you for providing this information to us every month. The data are used in the annual report to Pro Literacy America as well as used to secure grants from our local communities and other supporters.

Please email to [office@swvalleyliteracy.org](mailto:office@swvalleyliteracy.org) by the 5th of each month for the month prior. Email subject line: [ LAST NAME] Month and "Time Report."

**Tutor Name**

**Reporting Month**

**Reporting Year**

Tutoring Dates	List each Student's Full Name		Tutor Prep Time	Tutoring Start and End Time		Tutoring Hours per Student		Laubach Level	Location	**Mileage
				Start time	End Time	Hours	Min.			
MM/DD	First	Last	Hours & Min.					1, 2, 3, 4	Tutoring Location	Optional**
		<b>TOTALS</b>		N/A	N/A			N/A	N/A	

**Administrative time (training, Board tasks and other non-direct student activities) for the month: \_\_\_\_\_ Hours**