



Yolo Reads Monthly Volunteer Report
 Month: _____ Year: 20____

Return completed form to:
 226 Buckeye Street
 Woodland, CA 95695
 OR
 Return to your local library
 (courier #12)

Volunteer's Name: _____ Learner's Name: _____

Tutoring Location: _____ Tutoring Day(s) and Time(s): _____

Hours

Date	Preparation Time	Instructional Time	Additional Tutor Time*	Optional Additional Learner Time**	Comments
Totals					

* tutor travel time, outreach, workshop attendance, tutor coffee attendance, and other volunteer activities
 ** learner study time outside tutoring sessions including homework, adult education classes, etc.

Tutoring Activities

Materials or Methods been Used:

Goals Review (Refer to the Roles & Goals form)

What measurable Goals is the learner working toward? _____

Has the learner met any Goals this month? If so, which? _____

Have any new Goals been set? _____

Accomplishments & Highlights

Please list any important literacy events or accomplishments this month for the learner:

For the volunteer: _____

Comments/Issues

Are there any materials, or assistance needed from the literacy staff? _____
 _____ (Contact staff directly at 530-666-8019.)

Please indicate any tutor or learner changes (goals, address, phone, tutoring site etc):

If you have any anecdotes or stories, please share them on the back side of this form.

Please return this form to the Literacy Office by the 10th of the following month (see instructions above.) Thank you! These statistics affect our funding.