



Marathon County Literacy Council, Inc.

McLit at Library
 300 N First St, 1st Floor
 Wausau, WI 54403
 (715) 679-6170

McLit at Salvation Army
 202 Callon Street, 2nd Floor
 Wausau, WI 54401
 (715) 679-6170

MONTHLY TUTOR REPORT

DUE ON THE 5TH OF EACH MONTH. COMPLETE A SEPARTE REPORT FOR EACH STUDENT.

For the Month of:	Year:
Tutor's Name (<i>First and Last</i>)	
Tutor's Phone:	Tutor's Email:
Learner's Name (<i>First and Last</i>)	
Short Term Goal(s):	
Long Term Goal(s):	
New Goal(s):	
Recent Success(es): (<i>What progress has been made toward meeting goals this month?</i>)	
Comments: (<i>i.e. Have you encountered problems? Do you need supplies or guidance?</i>)	

HOURS REPORT

Report time in .25 hour increments. Include time spent at tutor trainings and other tutor-related activities.

Date	Prep Time	Travel Time	Instruction Time	Other Time	Session Focus	Materials Used

← Totals

← Grand Total Tutor Volunteer Hours for this Month