

# Monthly Learner/Tutor Report

Month \_\_\_\_\_ Year \_\_\_\_\_

Thanks very much to each of you for letting us know every month how you're doing! The information you provide is so important to Literacy Services. With your help we are able to report statistics to our funding sources, to monitor overall progress, and to support you as best we can.

Tutor's name: \_\_\_\_\_ Tel.Number \_\_\_\_\_

Adult Learner's name: \_\_\_\_\_ Tel.Number \_\_\_\_\_

Meeting Location? \_\_\_\_\_

Please check if this is a new meeting location.

Are there any updates such as a new address, new telephone number, changes to work or family?

No  Yes  If yes, please explain below.

Please make note of your meeting dates and times in the chart below. Thank you!

	Dates	Travel Hours	Prep. Hours	Tutoring Hours	Other Hours	Total Hours
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						
	TOTAL					

What materials are you using? \_\_\_\_\_

Using any of the following options, please send your report by the 5<sup>th</sup> of the following month.

1. **Drop it off** at your closest library branch and ask to have it sent to Literacy Services.
2. **Download** this form from [www.buttecounty.net/library/literacy](http://www.buttecounty.net/library/literacy) and then **email** the completed form to [literacy@buttecounty.net](mailto:literacy@buttecounty.net).
3. **Mail** it to: Butte County Library Literacy Services, 1820 Mitchell Avenue, Oroville, CA 95966.
4. **Fax** the form to 538-7235.
5. **Call** us with the details at 1-888-538-7198.

We love to hear how things are going!

**From the learner:** What was a highlight of your meetings this month? \_\_\_\_\_

\_\_\_\_\_

**From the tutor:** What was a highlight of your meetings this month? \_\_\_\_\_

\_\_\_\_\_

**From both of you:**

Are you noticing changes or improvements in reading and writing related to your goals?

\_\_\_\_\_

\_\_\_\_\_

Are you having any challenges? Is there anything you need from us? If so, please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like to hear from us? If so, check the box or boxes below and we'll be in touch. Of course you know you are welcome to call us anytime!

Call Learner

Call Tutor

Please help us build our wish list! What suggestions do you have for new materials, workshops or activities?

\_\_\_\_\_

\_\_\_\_\_

Is there anything else you would like to share? Please feel free to attach additional pages!

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