

# Recording and Attendance Calendar

**Instructions: Click on the fields and enter information as indicated. Save the PDF as a new file and email to Shirley Colbert at ismcook@aol.com.**

Beginning Date of this recording sheet \_\_\_\_\_ Tutor Name \_\_\_\_\_

Ending Date of this recording sheet \_\_\_\_\_ Student Name \_\_\_\_\_ ABL  ELL

This sheet holds 20 sessions. Please mail in:  
 At least twice a year in June or January OR  
 When sheet is full OR  
 When student terminates for any reason

Deposit in box at First Baptist Church-Literacy Center or mail to:  
 Literacy Action Corps  
 P.O. Box 7105  
 Columbia, MO 65205

List non-tutoring hours (preparation, driving time, volunteering in a non-tutoring capacity) and tutoring hours (face-to-face time teaching or spending time with student).

**Instructions: Put date in small box. Put lesson number, sections, or topic and total tutoring time (including preparation) in large box.**

01/01/2015	_____	_____	_____	_____	_____	_____	_____
SAMPLE SB 1 Lesson 1 1 hr / 1.5 hrs							
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

If the tutoring stopped give date and reason: \_\_\_\_\_

If so, can you take another student? Yes  No

Please note any materials and relevant observations:  
 \_\_\_\_\_  
 \_\_\_\_\_

# VOLUNTEER EVALUATION OF THE EXPERIENCE

**Optional.**

Please describe your feelings about the time it took to accomplish your volunteer job? (Too many hours? Not enough?)

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Did LAC provide enough orientation and training? Do you have suggestions for LAC's support of volunteers in the future?

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What has been the most satisfying aspect of your volunteer role?

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What do you feel has been your most valuable contribution in your volunteer role?

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What would make your work with us more enjoyable?

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Did you have adequate resources to do your job? If no, please explain.

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Other comments and/or recommendations:

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