BALC Volunteer Hours  Volunteer Name:_____

Date:  from _____ to _____

Student(s) you are working with as of this date: _____

_____

Tutoring: _____ hours for this time period.
Please include the total for your time spent in preparation, in tutoring, and in travel.
Other activities: _____ hours for this time period.
Activities related to Literacy such as: meetings attended; web searches; hanging posters.

Below is a table you might want to use to keep track of your time

| Date or Week | Project / Task / Activity | Time Spent (hrs./min.) | Remarks |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Send to: boolit@barabooliteracy.org

Please submit this report each 4-6 months.  In fact, we might send you a new copy occasionally to remind you. These reports provide information that can be used when BALC reports to Wisconsin Literacy and when applying for grant money.

Thank you for sending it in!