

DATE: \_\_\_\_\_

## Literacy Volunteers of Bangor Volunteer Time Sheet

Volunteer's Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Student's Name: \_\_\_\_\_

Program:  Basic Literacy  English Language  
 \* Track your hours for each category and **submit at the end of each month by mail, phone, or at [lvbangor.org/timesheet](http://lvbangor.org/timesheet).**

*If you have more than one student, use a separate sheet of paper for each.*

Date																	Total
Preparation & Lesson Planning																	
Travel																	
Instruction & Support																	
Tutor Training																	
Other Volunteer hours: (specify)																	

<b>Key to Above Record Keeping:</b>	<b>Follow-Up Requested:</b>
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**Tutor Training:** Any training, workshops, or tutor networking event.  
**Preparation & Lesson Planning:** Preparing to tutor student(s).  
**Instruction & Support:** Time with student(s) instructing or providing counsel.  
**Travel:** Time spent traveling to and from tutoring student and any LV Bangor event.  
**Other Volunteer Hours:** Events, board/committee work and meetings, clerical work. (specify)

I would like someone from the Literacy Volunteers office to contact me regarding questions or concerns:  Yes  No

If yes, use the back of this sheet to briefly describe questions or concerns.

Do you need more forms?  Yes  No