## Literacy Volunteers of American in Mercer County, NJ

Quarterly Report due (approximately) December 5, March 5, June 5 and September 5 Mail to: LVAMC, 431 Pennington Avenue, Trenton, NJ 08618



Some tutors phone in hours on a monthly basis. Other tutors sign in and those sheets are mailed back to the LVAMC office monthly. However, even if you sign in, please keep your own accurate records.

DATE OF THIS REPOR	Γ:	TO	
TIME SHEET Month/Day/Year	Tutor Hours	Preparation Time	Travel
- Wionth/Day/Tear	Tutor Hours	Treparation Time	Traver
			_
			_
			_
PROGRESS REPORT F	OR THIS PERIOD		
Reviewed long-ter	rm goals with student(s)	_(Y)(N) – Please check	
2. Reviewed short-te	erm goals with student(s)	_(Y)(N) – Please check	
3. Goals achieved. I	Please list and mark (L) long t	erm or (S) short term:	
	( ) - 6 -		
-			
1 New goals establis	shed. Please list and mark (L)	long term or (S) short term:	
Tick goals establis	shed. Thease list and mark (L)	fiong term of (5) short term.	
			,
DI 1			
		service training opportunity each related workshop. If you have a	
July 1, please list it he		-iciated workshop. If you have a	

Please use reverse side for any additional communication. You help our staff every time you mail reports without being reminded. Thank you for your help!