

San Benito County Free Library

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Adult Literacy Program Tutor Monthly Timesheet

For the month of: _____, _____
(year)

Tutor _____

Learner: _____

Tutoring Site: _____

Record of Hours

	Dates	Training Hours	Preparation Hours	Tutoring Hours	Admin.	Total
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						
	Total					

Round to the nearest half hour

Materials, resources used: _____

Goals for next month: _____

Tutor's signature: _____ Date: _____

- * Timesheets for the month must be turned in by the 15th of the following month.
- * If an assigned tutor does not accumulate any hours for the month, a timesheet showing no hours must still be turned in.
- * Please make copies of this form for future use.