



**Literacy Volunteers of Buffalo and Erie Co., Inc.
TUTOR TIME SHEET**

Please use this form to track the totals of your student and preparation hours over the next three months. LV/BEC is required to report this information to national, state, county and other agencies. Yearly student recognition awards are also based on these hours. (Round off fractional hours to the nearest _ hour). You are making a difference! Sincere thanks.

Tutor Name: _____

Tutor Phone Number: _____

Month & Year _____

Date	Tutoring hours	Prep time	Travel time	Student name

TOTALS: _____ _____ _____ _____
(Number of students)

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Month & Year _____

Date	Tutoring hours	Prep time	Travel time	Student name

TOTALS: _____ (Number of students)

Month & Year _____

Date	Tutoring hours	Prep time	Travel time	Student name

TOTALS: _____ (Number of students)