

**A.K. Smiley Library
Friends of the Library Adult Literacy Program**

Monthly Literacy Tutor Report

For the month of: _____

Thank you for returning this monthly report to A. K. Smiley Library or emailing it to literacy@akspl.org. These reports help us enhance Adult Literacy in Redlands!

Tutor's Name:	Learner's Name:
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Check here if you would like us to contact you (phone or email: _____)

Date	Tutor Instructional Hours ¹	Tutor All Other Program Hours ²	Learner Hours ³	Comments
Total				

Please list all materials used:

Comments, feedback, or success stories (please comment on back)

New Tutor or Learner Contact Information, if address, email, or phone # has changed please note here:

¹ **Instructional hours** include: one-on-one or small group tutoring or tutoring at a workshop (computer, writing, etc).

² **Non-instructional hours** include: all other volunteer hours such as tutoring preparation, roundtables, travel, event planning, fundraising support, etc.

³ **Learner Hours** are the LEARNER's hours spent with the tutor or instructor in one-on-one, small group, or workshop instruction.