

Quarterly Hours Report

Name _____ Dates _____

Month:	Dates:	Tutoring/ Volunteer Hours:	Preparation Hours:	Travel Hours:	Other Hours:
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Total hours					

Month:	Dates:	Tutoring/ Volunteer Hours:	Preparation Hours:	Travel Hours:	Other Hours:
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Total hours					

Month:	Dates:	Tutoring/ Volunteer Hours:	Preparation Hours:	Travel Hours:	Other Hours:
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Total hours					

Total Hours for Quarter:				
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Please report hours to the nearest quarter hour (1/4, 1/2, 3/4).

Return completed report to Indy Reads or fill out hours report at the bottom of the Quarterly Progress report.