

Student Interviewer Monthly Report

To Be Completed Monthly

Name _____

For the month of _____

Running Tally

Use this chart to keep a running tally of your volunteer time, then record your month's totals in the "total hours for the month" chart. Round to the nearest quarter hour.

Initial	Introduction	Travel	Telephone	Miscellaneous

	Totals
Initial meetings with students	
Introductory meetings with students	
Travel	
Telephone	
Miscellaneous	
TOTAL HOURS FOR THE MONTH	

General information/comments/concerns/questions:

Are there any dates in the next 2-3 months during which you will not be available?

OVER

One Month Follow-Up Report

About one month after introduction, contact the tutor and student(s) to check on progress and general satisfaction with the arrangement.

Name	Date Contacted	Follow up notes, comments, concerns
Student(s)		
Tutor		

Name	Date Contacted	Follow up notes, comments, concerns
Student(s)		
Tutor		

Name	Date Contacted	Follow up notes, comments, concerns
Student(s)		
Tutor		

Send monthly report to Indy Reads via

- Interlibrary mail – LSC-Indy Reads
- Fax – 269-5220
- Regular Mail – Indy Reads, 2450 N. Meridian Street, Indianapolis, 46208