

LAKE COUNTY LITERACY PROGRAM

MONTHLY LEARNER/TUTOR REPORT MONTH _____ YEAR _____

Tutor's name: _____ Learner's name: _____

Meeting location? _____

Are there any updates, such as new address, telephone number, changes to work or family? NO ___ YES ___ If yes, please explain. _____

RECORD OF HOURS

| | Dates | Travel hours | Prep hours | Tutoring hours | Other hours | |
|--------|-------|--------------|------------|----------------|-------------|--|
| Week 1 | | | | | | |
| Week 2 | | | | | | |
| Week 3 | | | | | | |
| Week 4 | | | | | | |
| Week 5 | | | | | | |
| | Total | | | | | |

If a goal is relevant please mark when it was set and when it was met. If a goal has been completed and is no longer of interest mark the goal complete column. If you are working on a goal that is not listed put it in the blank line.

| My goals as I life long learner | Date goal set | Date goal met | Goal complete |
|--|---------------|---------------|---------------|
| *learn the alphabet, letters, and sounds | | | |
| *read a book, newspaper, or magazine | | | |
| *write a letter | | | |
| *learn to type/use computer keyboard | | | |
| *write, send, and receive email | | | |
| *search the internet | | | |
| *get a library card | | | |
| *check out or use library items regularly | | | |
| *pass part or all of the GED test | | | |
| *practice speaking English | | | |
| *write class assignments | | | |
| *pass college English class | | | |
| *Other goals in the life long learner role | | | |
| | | | |
| | | | |

| My goals as a family member | Date goal set | Date goal met | Goal complete |
|--|---------------|---------------|---------------|
| *write checks, pay bills | | | |
| *read health education information | | | |
| *read medicine labels | | | |
| *plan nutritious meals | | | |
| *share a book with family/children | | | |
| *help children with homework | | | |
| *take children to library storytime | | | |
| *interact with the school/ teachers | | | |
| *Read the Families Newsletter | | | |
| *Practice songs, rhymes, or fingerplays with family/children | | | |
| *Other goals in the family role | | | |
| | | | |
| | | | |

| My goals as a worker | Date goal set | Date goal met | Goal complete |
|---|---------------|---------------|---------------|
| *find a job: search want ads/on line | | | |
| *fill out a job application | | | |
| *write a resume | | | |
| *interview for a job | | | |
| *get a job or get a better job or promotion | | | |
| *perform current job tasks better | | | |
| *read a work related manual | | | |
| *obtain a license or certificate | | | |
| *Other goals in the worker role | | | |

| My goals as a community member/citizen | Date goal set | Date goal met | Goal complete |
|--|---------------|---------------|---------------|
| *access community services/resources | | | |
| *speak to others about the literacy program | | | |
| *get involved with a community issue | | | |
| *get a driver's license | | | |
| *prepare to vote (read easy voter guide, register) | | | |
| *vote | | | |
| *become a volunteer | | | |
| *pass the citizenship test | | | |
| Other goals in the community member role | | | |

What materials are you using? _____

Are there any changes relating to your goals? Have you achieved any previously set goals? Have you set any new goals? _____

Are you having any challenges? Is there anything you need from us? If so, please describe _____

Using any of the following options, please send your report by the 15th of the following month.

1. **Drop it off** at the closest library branch and ask to have it sent to literacy.
2. **Request** the form to be emailed to you by calling us or emailing Susan at Susan.Perry@lakecountyca.gov
3. **Mail** it to **Lake County Adult Literacy, 1425 N. High St. Lakeport, Ca. 95433.**
4. **Fax** the form to **263-6796.**
5. **Call** us with the details at **263-7633**

THANK YOU!! Lake County Adult Literacy
 1425 N. High St. Lakeport, Ca. 95453
 263-7633
 Ginny, Tina, and Susan