01-2018

**Sauk Prairie Area Literacy Council Monthly Report**

**THE IMPORTANCE OF MONTHLY REPORTS**

We collect the data we ask for below because our sponsoring agencies ask us to demonstrate a need for funding and to document students’ outcomes. We **need your help** to do this, and we **thank you in advance** **for your faithfulness** in completing and returning this form **each month**.

**HOW SHOULD MONTHLY REPORTS BE SUBMITTED?**

**We prefer that you submit your report electronically to**

monthlyreports@saukprairieliteracy.org

You may turn in a paper copy of your report at the circulation desk of the **Sauk City Library**.

**Tutor’s name Student’s name**

**Meeting day, time, and place**

**Total number of hours you tutored this month: \_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE | HOURS | DATE  | HOURS |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

How well is this match working for you?

 5 4 3 2 1

 Very well Not well at all

Describe some of the successes or challenges you and your student have experienced this month. Please share any concerns you have regarding your match.

**Please submit Tutor Monthly Report by the 5th of each month.**

**Thank you for all your hard work! Without you, the SPALC would not exist!**