



Tutor Planning Sheet

For Monthly Report to LVA-MC

Please mail, fax, or email promptly to: Literacy Volunteers of America-MC, P.O. Box 2704, Conroe, TX 77301

Fax: (936) 494-1184

Email: literacymc@yahoo.com

Website: www.lvamc.org

LEARNER: _____ TUTOR: _____ PHONE #: _____

IF TUTOR HAS STOPPED, GIVE DATE AND REASON. PLEASE NOTIFY LVA ASAP AT (936) 494-0635 or 1 (888) 878-9400

Day & Date of Lesson	Tutoring/Prep/Drive time (if cancelled, please give reason)	Lesson Steps to Achieve Adult's Learners Goal(s)	Materials used/ Supplemental Comments

Summary: Tutor Hours _____ Preparation Hrs. _____ Travel Hrs. _____ Goal Addressed _____