LCBC TUTOR HOURS MONTH:

Hours need to be entered in decimal format i.e. 15 mins.= .25 or 30 mins.= .50 or 45 mins.= .75 or 60 mins.= 1.0 or 90 mins.= 1.5

Volunteer Name	Student Name	Date of Class	Time In	Time Out	Tutor Hours	Prep Hours	Travel Time	Other Time (Roundtable, field trip, etc.)	Daily Totals	OFFICE USE ONLY AERIS LACES

NOTES: