



# Literacy Volunteers – Androscoggin

51 Westminster St., Rm. 116  
Lewiston, Maine 04240  
207-753-6658

[www.literacyvolunteersandro.org](http://www.literacyvolunteersandro.org)  
[info@literacyvolunteersandro.org](mailto:info@literacyvolunteersandro.org)

## **Reporting Forms** **Please return by July 8, 2019**

Also available on LV-A's website at:

[www.literacyvolunteersandro.org/TutorReporting.html](http://www.literacyvolunteersandro.org/TutorReporting.html)

**Learner/Volunteer Update Info:** Please report any time you have tutored, prepped, mentored, or volunteered for LV-A (Open House, Annual Meeting, Scrabble Fest, etc.) between **July 1, 2018 and June 30, 2019**. Changes in contact information should also be entered.

**Student Achievement Sheets:** Fill in all areas that are appropriate to your student.

**Student Survey:** Fill this in with your student if your student wishes to offer input.

**Tutor Survey:** For you to fill out if you wish to offer input.

**Please return to:**

[tahlia@literacyvolunteersandro.org](mailto:tahlia@literacyvolunteersandro.org)

or

**Literacy Volunteers-Androscoggin**  
**Room 116**  
**51 Westminster St.**  
**Lewiston, ME 04240**

**Questions or concerns? Call 753-6658 or email**  
**[tahlia@literacyvolunteersandro.org](mailto:tahlia@literacyvolunteersandro.org)**

*Thank you!*



# LV-A Student Update Report (Replaces "Pink Sheet")

For Reporting to LV-Androscoggin office:

Student name: \_\_\_\_\_ Tutor name: \_\_\_\_\_

**Has any learner or tutor contact information changed? If so, please note below.**

**STUDENT** Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone (H) \_\_\_\_\_  
Phone (W) \_\_\_\_\_ Ext \_\_\_\_\_  
Cell \_\_\_\_\_

**TUTOR** Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone (H) \_\_\_\_\_  
Phone (W) \_\_\_\_\_ Ext \_\_\_\_\_  
Cell \_\_\_\_\_

**Has Student Employment Status Changed? If so, please note here.** \_\_\_\_\_

**Has Student progressed toward goal(s)?**

See **Student Achievements** ([Word](#)) or ([PDF](#)) checklist. This may be returned with items checked off or noted below if space allows. Also include anything that your student has been able to do with their increased literacy skills that may not be on the list. Gains towards employment or new goals regarding employment are particularly important.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your instructional hours, prep time and any other volunteer time (Scrabble Fest, Annual Meeting, etc.) you put in for LVA.

**Total Instructional Hours** from July 1, 2018 to June 30, 2019: \_\_\_\_\_

**Total Preparation & Volunteer Hours** from July 1, 2017 to June 30, 2018: \_\_\_\_\_

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**Return this as an attachment or email the information to:** [literacy@literacyvolunteersandro.org](mailto:literacy@literacyvolunteersandro.org)

Or mail to: Literacy Volunteers-Androscoggin  
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## Year-end Learner Reports

### Learner Achievements

#### Family/Self

#### 1. Applied literacy skills to family/self issues

a. Read to children regularly/increased literacy practices in the home	
b. Identified learning strengths and used to acquire new information or set up accommodations	
c. Attended parent/teacher conferences/school-related meetings	
d. Improved basic literacy skills	
e. Improved English literacy skills (speaking, reading, writing)	
f. Helped children with homework	
g. Volunteered in child's school	
h. Communicated with teachers/school staff	
i. Wrote to family/friends	
j. Conversed with family and friends in English	
k. Read or write poems, journal, books, stories, novels	
l. Registered children for school according to guidelines	
m. Other:	
n. Other:	

#### 2. Attained consumer skill(s)

a. Opened checking/savings account	
b. Interpreted and paid bills	
c. Filled out insurance forms	
d. Used recipes	
e. Counted and used coins and currency	
f. Compared price or quality to determine the best buy for goods and services	
g. Selected appropriate housing	
h. Developed personal and/or family budget	
i. Understood directions for use of household appliances	
j. Other	
k. Other:	

#### 3. Demonstrated knowledge of and application of skills for wellness and healthy lifestyle.

a. Planned nutritious meals for a day	
b. Implemented and exercise routine	
c. Read a medication bottle	
d. Described symptoms of an illness	
e. Used appropriate health care facilities and services	
f. Understood medical and dental forms	
g. Read product label directions and safety warnings	
h. Identified practices that promote mental well-being	
i. Other	
j. Other	

## Worker

### 4. Attained employability skill(s)

a. Demonstrated basic computer skills and use of common software programs	
b. Filled out job application/has language to interview for job	
c. Arrived at appointments consistently and on time	
d. Completed work forms	
e. Read and understood manuals	
f. Read and understood signs	
g. Communicated with peers, supervisors and/or customers	
h. Interacted one-to-one competently and /or participated as a member of a team	
i. Demonstrated improved conversational skills in social/work settings	
j. Read and understood work-related information	
k. Understood help wanted ads	
l. Other:	

### 5. Improved employment or economic status

a. Obtained a job	
b. Had reduction in receipt of public assistance	
c. Retained current job	
d. Improved current job status	
e. Entered other training/education program	
f. Earned a secondary school diploma or achieved a GED certificate	
g. Obtained license or certification	
h. Other:	
i. Other:	

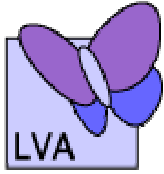
Citizen

6. Demonstrated knowledge of, and application of skills for obtaining information and assistance through community resources

a. Used library and/or other information services	
b. Received a driver's license	
c. Interpreted maps/transportation schedules or asked for directions	
d. Used the telephone and/or telephone book	
e. Identified or used different types of transportation in the community	
f. Used postal services	
g. Located and/or used community agencies or services	
h. Ordered from restaurant and fast food menus	
i. Other:	
j. Other:	

7. Demonstrated knowledge of, and application of skills for rights and responsibilities of citizenship

a. Applied for/received US citizenship/legal immigrant status	
b. Registered to vote/voted in primary or general election	
c. Increased involvement in civic/community activities	
d. Answered questions about US history/government	
e. Wrote from dictation	
f. Completed US citizenship class	
g. Understood individual's legal rights and responsibilities and procedures for obtaining legal advice	
h. Read for religious activities	
i. Participated in neighborhood watch activities	
k. Other:	
l. Other:	



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## Student Survey

1. What did you like about Literacy Volunteers-Androscoggin (LV-A) that you think we should keep the same?

2. What do you think we could add or change to make LV-A better?

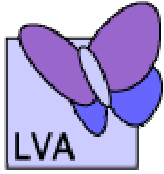
3. Did you make progress with your educational goals this year? If so, which goals did you reach?

4. If you ran into a problem, were you able to get the help you needed from LV-A staff or your tutor?

5. Are the one-on-one lessons working for you? If so, please tell us how. If not, tell us what we can do to improve this.

6. Would you go if LV-A offered workshops for students with groups no larger than eight? Some choices might be: information about learning disabilities, or getting a driver's license. If you are interested, what kinds of workshops would you like to go to?

7. Would you recommend Literacy Volunteers to a friend?



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## Tutor Survey

1. What did you like about Literacy Volunteers-Androscoggin (LV-A) that you think we should keep the same?
2. What do you think we could add or change to make LV-A better?
3. Did you feel that you had enough training, materials, and information to be an effective tutor? If not, what could we add or change?
4. If you ran into a problem, were you able to get the help you needed from LV-A staff? If not what could be done to provide more support for tutors?
5. What would be the most effective way to offer accessible and worthwhile continuing education workshops for tutors? What topics would you like us to cover?
6. What do you think we could do to recruit more volunteers?