



Literacy Volunteers – Androscoggin

51 Westminster St., Rm. 116
Lewiston, ME 04240
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www.literacyvolunteersandro.org
info@literacyvolunteersandro.org

REPORTING INSTRUCTIONS FOR TUTORS

We appreciate the incredible work you do on behalf of your students. Help us to let our funders know about the many hours that all of you give, and the goals that have been accomplished by completing the following:

The reporting period for both forms is July 1, 2022 to June 30, 2023

[The LV-A Student Update Report](#) captures any changes to name, address, phone number, or email.

- In the top section, you only need to fill in your and your student's names unless there have been changes.
- The next section is progress toward goals. You can use this space to record goals accomplished, or you can leave it blank and use the **Learner Achievements Checklist**.
- The final section is a record of the hours you have served from July 1, 2022 to June 20, 2023.

Please note that the hours are in two categories. **Total Instructional Hours** are a record of actual lessons. **Preparation & Lessons** document additional hours that you give to LV-A, including lesson prep, mentoring other tutor, training, etc.

[The Learner Achievements Checklist](#) is a list of standard achievements in three areas, Family/Self, Worker, and Citizen. Some tutors prefer to use this checklist, because it captures goals accomplished that were not formally outlined.

Thank you for your service, and for your help with this year's reporting. Please email to tahlia@literacyvolunteersandro.org.



CONFIDENTIAL

Date:

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 _____

e-mail _____

TUTOR Name _____

Address _____

City/State/Zip _____

Phone (H) _____

Phone (W) _____ Ext _____

e-mail _____

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, 2022 to June 30, 2023: _____

Total Preparation & Volunteer Hours from July 1, 2022 to June 30, 2023: _____

Return this as an attachment or email the information to: literacy@literacyvolunteersandro.org

Or mail to: Literacy Volunteers-Androscoggin
51 Westminster St., Rm. 116
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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. Conversated 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:	