

# VOLUNTEER REPORT

Reporting Period: July 1, 2011 – September 30, 2011

(Please return by October 15<sup>th</sup>, 2011. You may mail it, fax it to us or do it online at [www.LiteracySuffolk.org](http://www.LiteracySuffolk.org))

## Tutor Information:

First Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Last Name: \_\_\_\_\_  
Tutoring Location: \_\_\_\_\_

## Status:

- I am tutoring for Literacy Suffolk.
- I am testing for Literacy Suffolk.
- I am mentoring for Literacy Suffolk.
- I am waiting to be matched with a student.
- I am waiting to be trained/retrained as a tutor or tester.
- I am waiting to be trained/retrained as a tester.
- I am not currently involved in any Literacy Suffolk activities but will be again soon.
- I am no longer able to volunteer

Reason: \_\_\_\_\_  
\_\_\_\_\_

## Non-Instructional Volunteer Hours:

(Enter the number of hours you spent on each task)

Preparing Lessons \_\_\_\_\_  
Testing \_\_\_\_\_  
Tutor Support Meetings \_\_\_\_\_  
Tutor Mentoring \_\_\_\_\_  
Mailings at Bellport Office and/or Regional Office \_\_\_\_\_  
Making Presentations \_\_\_\_\_  
Other Volunteer Hours \_\_\_\_\_

## Tutoring Hours:

**Student 1:** Name (first, last): \_\_\_\_\_

Number of hours you tutored this student: **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

In this reporting period, has this student completed any of the goals listed on the back under the NRS Goal List?

If yes, what **numbers**? **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

In this reporting period, has this student accomplished any of the outcomes listed on the back under the NRS Outcome List? If yes, what **letters**? **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

In this reporting period, has this student accomplished any of the achievements listed on the back under the Achievement List? If yes, what **numbers**? **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

**Student 2:** Name (first, last): \_\_\_\_\_

Number of hours you tutored this student: **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

In this reporting period, has this student completed any of the goals listed on the back under the NRS Goal List?

If yes, what **numbers**? **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

In this reporting period, has this student accomplished any of the outcomes listed on the back under the NRS Outcome List? If yes, what **letters**? **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

In this reporting period, has this student accomplished any of the achievements listed on the back under the Achievement List? If yes, what **numbers**? **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

**Student 3:** Name (first, last): \_\_\_\_\_

Number of hours you tutored this student: **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

In this reporting period, has this student completed any of the goals listed on the back under the NRS Goal List?

If yes, what **numbers**? **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

In this reporting period, has this student accomplished any of the outcomes listed on the back under the NRS Outcome List? If yes, what **letters**? **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

In this reporting period, has this student accomplished any of the achievements listed on the back under the Achievement List? If yes, what **numbers**? **July** \_\_\_\_\_ **August** \_\_\_\_\_ **September** \_\_\_\_\_

Other Achievements: (Please use this space to share other student achievements)

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

**Other Volunteer Opportunities:** We welcome you to volunteer for Literacy Suffolk in other ways if you are able.

Please check if you'd be interested in any of the following:

- Assist with office tasks in Bellport Office and/or Regional Office
- Assist with bulk mailings in Bellport Office and/or Regional Office
- Be a mentor to first-year tutors
- Oversee an exhibitor's table at events
- Assist at a tutor training workshop
- Tutor at a small-business worksite
- Test and interview students
- Facilitate a conversation group for ESOL learners

**NRS Goal List:**

1. Improve Basic literacy skills
2. Improve English literacy skills
3. Obtain a job
4. Retain current job
5. Improve current job
6. Earn GED certificate
7. Earn a secondary-school diploma
8. Enter post-secondary education
9. Enter training/educational program
10. Reduce public assistance
11. Obtain citizenship skills
12. Get involved in community activities
13. Get involved in children's education
14. Get involved in children's literacy activities
15. Vote or register to vote

**NRS Outcome List:**

- A. Entered employment
- B. Retained employment
- C. Improved employment
- D. Received GED
- E. Received secondary-school diploma
- F. Placed in post-secondary education
- G. Placed in training/educational program
- H. Got involved in community activities
- I. Got involved in children's education
- J. Got involved in children's literacy activities
- K. Obtained skills to pass U.S. citizenship test
- L. Registered to vote or voted for the first time
- M. Removed from public assistance
- N. Had public assistance reduced

**Achievement List:****Children's Literacy & Education:**

1. Read to children regularly/increased literacy practices at home
2. Communicated with teachers/school staff
3. Attended parent/teacher conferences/school-related meetings
51. Registered children for school according to guidelines
56. Volunteered in child's school
57. Helped children with homework

**Training:**

37. Received driver's license
45. Obtained license or certification
47. Entered other training/educational program
50. Demonstrated basic computer skills and use of common software programs

**Community:**

14. Identified or used different types of transportation in the community
15. Used postal services
24. Located and/or used community agencies or services
28. Other community
41. Increased involvement in civic/community activities
44. Used library and/or other information services
64. Selected appropriate housing
65. Used appropriate health care facilities and services
67. Participated in neighborhood watch activities

**Employment:**

17. Applied for unemployment
23. Understood contracts
29. Obtained a job
30. Interacted one-to-one competently and/or participated as a member of a team
32. Read and understood materials
35. Demonstrated improved conversational skills in social/work setting
36. Read and understood work-related information
39. Improved current job status
42. Retained current job
48. Understood help wanted ads
54. Filled out job application/has language to interview for job
62. Completed work forms
63. Communicated with peers, supervisors, and/or customers

**Obtain Citizenship Skills:**

25. Registered to vote/voted in primary or general election
27. Applied for/received U.S. citizenship/legal immigrant status
43. Understood individual's legal rights and responsibilities and procedures for obtaining legal advice
61. Answered questions about U.S. history/government
70. Completed U.S. citizenship class