



2011-2012 Volunteer Report Schedule

<u>Quarters:</u>	<u>Dates:</u>	<u>Due by:</u>
1	July 1, 2011 – September 30, 2011	October 15, 2011
2	October 1, 2011– December 31, 2011	January 15, 2012
3	January 1, 2012 – March 31, 2012	April 15, 2012
4	April 1, 2012 – June 30, 2012	July 15, 2012

NYS Education Department is our major source of funding; we are mandated by them to report the time you spend with your students, so please make reporting your hours a priority. In order to accomplish this, we must submit student hours in a timely manner. We will no longer be able to back track and enter hours after the fact. The volunteer reports must be received by the schedule due date. If your student's hours are not reported, we will be forced to dissolve the match.

Since goals are usually set once a year, you only need to report outcomes and achievements for the quarter in which they occur.

For clarification, there are a few ways a report can be filed:

1. Complete the report directly on our website at: <http://literacysuffolk.org/volunteer-report>
2. Download a copy of the report from our website (<http://literacysuffolk.org/volunteer-report>), complete it and return the report directly to the Admin Office by one of the following ways:
 - A. Fax - 631.286.1668
 - B. US Mail at Literacy Suffolk, Inc. PO Box 9000 Bellport, NY 11713
 - C. Inter-library Mail (System Bag) to SCLS-Literacy Suffolk, Inc.
3. Call the Admin office at 631.286.1649 and have them send you a hard copy. Once received, complete it and return the report directly to the Admin Office by one of the following ways:
 - A. Fax - 631.286.1668
 - B. US Mail at Literacy Suffolk, Inc. PO Box 9000 Bellport, NY 11713
 - C. Inter-library Mail (System Bag) to SCLS-Literacy Suffolk, Inc.

We fully appreciate your cooperation in submitting your
Volunteer Report to us in a timely manner.