

Tutor Reminders

Initially

Once the tutor decides the match with their learner should work, please email the Adult Tutoring Program Manager with:

- The place you will be meeting.
- The time and day(s) you will meeting.
- A selfie of you and your learner-Optional

Monthly

Complete and submit the online **Monthly Tutoring Report**. This is a report that is used to track a learners' **instructional time, curriculum completion, and goal attainment** while working with a tutor.

These measurements, in addition to standardized testing, are what are used to document our learners' progress and advancement for our program outcomes. **Reporting of these monthly hours is very important!** Many funding sources, such as the United Way, community foundations, and federal/state grants, require programs to demonstrate outcomes to receive/continue receiving funding. Reporting monthly hours are due by the 10th of the following month (i.e., April's calendar is due by May 10th).

To access the **Monthly Tutoring Report**, go to:

- Literacygreenbay.org
- Programs
- Adult tutoring

Tutors are reminded that the best way to stay informed is to monitor the "happenings" page of the web site. The goal of this is to keep tutors informed of any changes at Literacy Green Bay, to highlight new information and resources, and to announce up and coming events.

Please make it a practice to visit this page on a regular basis.

Upon Exit

An **Exit Survey** form is completed whenever a match has ended. This form will be mailed to the tutor, asking for feedback on the tutoring experience, plus an update on the learner for the learner's record. This update is important because it will be shared with the learner's next tutor if he/she will be getting re-matched. The learner also receives one to provide feedback on his/her experience and to request another tutor, if desired.