

Monthly Volunteer Time Report

Volunteer name: _____

Teacher/Coordinator's Name

Month/Year: _____

Page 1: Non-Teaching Time

Please report time in each category applicable to your monthly volunteer work: Total Hours

- *Lesson planning & student record keeping*
 - *Training/professional development* (time spent with teacher/coordinator, volunteer orientations, inservice meetings, workshops, conferences, etc.)
 - *Office/Clerical support*
 - *Increasing community awareness of adult literacy* (meeting with local civic groups, attending town meetings on CVABE's behalf, etc.)
 - *Planning for CVABE systems improvement* (designing new brochures, Reviewing/proofreading handbook or other paperwork, etc.
 - *Travel time*
 - *Fundraising*
 - *Board of Directors* (meetings, fund raising, committee work, planning, etc.)
 - *Other volunteer activities*
- Describe _____

Comments/Questions/Concerns - How can we better assist you with your work as a CVABE volunteer?

Please return this form to your local CVABE Teacher / Coordinator
or mail to CVABE, 46 Washington St. Suite 100, Barre, VT 05641
or email to info@cvabe.org

If you have any questions about completing this form, please contact your Teacher/Coordinator,
or contact the Main Office at (802)476-4588.

SEE OVER PLEASE

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Page 2: Instruction and Enrichment Time

Volunteer Name: _____

INSTRUCTION and ENRICHMENT HOURS *Please report all teaching and enrichment hours here. This time INCLUDES enrichment activities or additional time with students such as meeting/planning with students, workshops, book discussions, field trips, graduations, etc.*

Provide additional information using the codes below. This data is necessary for reporting to our funding sources.

INTERACTION: choose *ONLY one*.

<u>Code</u>	<u>Interaction</u>
1	One-on-One
2	Lead class or topical workshop
3	Assistant teacher in class, group, workshop

LOCATION: choose *ONLY one*.

<u>Code</u>	<u>Location</u>
H	Home
LC	CVABE Learning Center
W	Workplace
T	Technical Center
CO	Community Organization (library, church, senior center, school, etc.)

High School Completion (HSCP) SUBJECT:

choose *ONLY one*.

<u>Code</u>	<u>Subject</u>	<u>Code</u>	<u>Subject</u>
1	Read with understanding	9	Cooperate with others
2	Convey ideas in writing	10	Advocate and influence
3	Speak so others can understand	11	Resolve conflict and negotiate
4	Listen actively	12	Guide others
5	Observe critically	13	Take responsibility for learning
6	Use math to solve problems and communicate	14	Reflect and evaluate
7	Solve problems and make decisions	15	Learn through research
8	Plan	16	Use information and communications technology

STUDENT NAME	Date of Instruction	Instruction/Enrichment Hours	INTERACTION: use # code from above	LOCATION: use letter code from above	HSCP SUBJECT: use ONLY one # code from above

Thank you, Volunteers!

CENTRAL VERMONT ADULT BASIC EDUCATION, INC.

~~~Local Partnerships in Learning~~~

Serving Washington, Lamoille, and Orange Counties

info@cvabe.org