

Timesheet Instructions and Reminders

1. Complete your timesheet everyday with the number of direct service hours and indirect service hours you completed that day:
 - **Direct Service Hours:** hours you spend working with/for students
 - One on one or small group tutoring (this should be the majority of your time)
 - Literary Assistance: meeting a specific lesson-related goal, rather than individual student goals (Examples: helping out in the classroom, creating materials for your students or reviewing lesson plans, field trips, helping in the library)
 - **Indirect Service Hours:** Monthly site meetings and any trainings held by AARP Experience Corps, St. Paul Public Schools, Minneapolis Public Schools, Minnesota Literacy Council, etc. that you attend, either required or optional. Indirect hours cannot exceed 20% of your total service hours for the year (60 hours for AmeriCorps members).

If you have Indirect Service Hours for the day, please include a brief description of the meeting or the training you attended (Example: AARP EC Cultural Competency Training or November Site Meeting).

2. Please use either black or blue ink to complete your timesheet. If you make an error, please cross out the incorrect information and initial and date the change.
3. Enter hours as decimal of the hour (15 minutes = .25, 30 minutes = .5, 45 minutes = .75)
4. Round the time in/out to the nearest quarter hour (e.g., 8:50 = 8:45, 8:55 = 9:00)
5. **At the end of the month:**
 - You do NOT need to total your hours—EC staff will take care of this.
 - Your signature and your teacher's signature or EC staff signature should be at the bottom of the timesheet. DO NOT sign your timesheet until after you have completed your final tutoring hours for the month (Example, if you tutor on the 31st of the month, do not sign and date on the 30th).
 - If you want a copy, make your own on last day of month.
 - Leave completed timesheet in your school's EC mailbox. It will be picked up by EC Staff.

Tutor Logs Instructions and Reminders

Tutors are also asked to complete Tutor Logs to keep track of the students they work with each month.

1. The names of the students you are assigned for this month should be written in the left-hand side columns. **Make sure you include first and last name.** If you are given a new student in the middle of the month, please add their name to your log.
2. For each day that you tutor this student, write the number of minutes you spend with him or her under the correct day of the month.
3. There are a few circumstances under which, if you do not tutor a student, something should still be marked for the day. This includes a student's absence, your absence, or if there is a special event that bars you from tutoring that day. A key is included on the log for your reference.
4. If you are performing Literary Assistance Tutoring and one of your focus list students is a part of that class, please indicate this time under their name/names in the tutor log for the day. If a non-focus list student is worked with more than four times, contact your Volunteer Coordinator.
5. As with your timesheet, please complete the log in blue or black pen. If there are any errors you need to correct, cross it out and initial and date the change.
6. Your Tutor Log will also be picked up by the Volunteer Coordinator on the last day of the month.