

Youth Incorporated Monthly Service Report For Month: _____

Student name: _____ Youth Inc #: _____ School: _____
 Tutor Name: _____ Email: _____
 Address: _____ Zip Code: _____

Date:	Start & end time for tutoring session: (ie: 3-3:45pm)	Minutes (round to nearest ¼ hour): (ie: 45)	**Tutored with another child? List name and Youth Inc # of other child:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Hours granted for this student = 30 for 1st-9th graders, 15 for K students
TOTAL hours used this month: _____ @ \$17.00 per hour = \$ _____ (amount due)
Hours remaining on grant: _____

If you tutor two Youth Inc students together, please record half of the tutoring time on each student's own service report form. (i.e. for 30 minutes of tutoring 2 Youth Inc students together, record 15 minutes on each contract for that date) Tutors receive \$17.00 per hour regardless of whether children are tutored individually or with another child. Tutors are paid for direct tutoring time ONLY.
 Please remember to send form in with BOTH signatures, make a copy for your records, and allow 2-3 weeks for receipt of your check from the time the forms are sent to the coordinator. Tutoring must end by May 31, 2019. Tutoring beyond that date will not be reimbursed by Youth Incorporated.

Tutor signature **Date** **School social work signature** **Date**