

Time Quota Record: Track 1

Student's Name:

Volunteer's Name:

Monthly Time Quota System:

To account for variation in individual needs, we allow mentor pairs to manage their own time each tutoring session. However, to ensure accountability, mentors will need to take note of the distribution of activities each Monday and, in a month, are expected to have spent a total of:

- 180 minutes on homework help.
- 90 minutes on test prep (FSAs/EOC's).
- 40 minutes on mentoring.
 - 10 mins a week, *every week of the month*
- 45 minutes on mini lessons.
 - 15 mins each, *3 weeks out of the month*

Failure to fulfill these monthly time quotas must be documented by the mentor and will be subject to review by the coordinator to ensure educational goals are being met appropriately.

To help track the weekly progress/time usage, we've created this sheet that should be filled out/updated with the minutes spent on each activity at the end of each session.

Month:

	Homework:	Test Prep:	Mentoring:	Mini Lessons:
Week 1:				
Week 2:				
Week 3:				
Week 4:				
Total:				