

Time Quota Record: Track 2

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:

- 100 minutes on homework help
- 120 minutes on test prep (FSAs/EOC's/SAT/ACT)
- 120 minutes on mentoring
- 20 minutes on article analysis/discussion (5 minutes each week)

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:	Article Analysis:
Week 1:				
Week 2:				
Week 3:				
Week 4:				
Total:				