



Crowder College Upward Bound Tutoring Program Time Sheet

Your Full Name _____

Your AC's Name _____

See back page for directions on how to complete time sheet.

Please Use Ink

Date	Check One		Verify Tutoring	Begin Time	End Time	Total Time	Class(es)
	Receiving Tutoring <input type="checkbox"/>	Serving as Peer Tutor <input type="checkbox"/>	Student Receiving Tutoring: _____ Student Signature: _____ Student Contact Info: _____ <hr/> Tutor's Name: _____ Tutor's Signature: _____ Tutor's Contact Info: _____				
	Receiving Tutoring <input type="checkbox"/>	Serving as Peer Tutor <input type="checkbox"/>	Student Receiving Tutoring: _____ Student Signature: _____ Student Contact Info: _____ <hr/> Tutor's Name: _____ Tutor's Signature: _____ Tutor's Contact Info: _____				
	Receiving Tutoring <input type="checkbox"/>	Serving as Peer Tutor <input type="checkbox"/>	Student Receiving Tutoring: _____ Student Signature: _____ Student Contact Info: _____ <hr/> Tutor's Name: _____ Tutor's Signature: _____ Tutor's Contact Info: _____				
	Receiving Tutoring <input type="checkbox"/>	Serving as Peer Tutor <input type="checkbox"/>	Student Receiving Tutoring: _____ Student Signature: _____ Student Contact Info: _____ <hr/> Tutor's Name: _____ Tutor's Signature: _____ Tutor's Contact Info: _____				

Tutoring Program Time Sheet Instructions

- Write your full name at the top of the page
- Write your AC's name at the top of the page
- Write the tutoring date in the appropriate box
- **CHECK ONE:**
 - You are RECEIVING tutoring –OR–
 - You are SERVING as a peer tutor
- To Verify Tutoring:
 - Write the name of the person RECEIVING tutoring
 - Have student and tutor sign the sheet
 - Write the contact information for the person RECEIVING tutoring (phone number or email address)
 - Write the name of the person SERVING as the tutor
 - Write the contact information for the person SERVING as the tutor (phone number or email address)
 - If tutor is through Brainfuse, write “See online”
- Mark the time you began your tutoring session
- Mark the time you ended your tutoring session
- Mark the total time of your tutoring session
 - If you have a C+ or lower in any class, you must complete **ONE HOUR** of tutoring **EACH WEEK**
 - If you have all As and Bs in your classes, you must complete **30 MINUTES** of tutoring **EACH WEEK**
- Write the name of the class(es) you worked on in the appropriate box

Keep the Tutoring Program Time Sheet and return it to your AC at the next C2C.

All tutoring should be logged on the Tutoring Program Time Sheet. Tutoring can be completed with a teacher, another student, a tutor arranged through UB, Brianfuse, or another website approved by your AC.

Contact your AC with any questions.