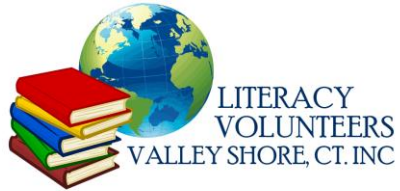


Submission of Tutor and Volunteer Hours





LVVS - Submission of Tutor and Volunteer Hours

1. Track your Tutoring or Volunteer hours each **month** according to the following categories:
 - **Tutoring Hours (Preparation, Tutoring, Tutoring Administrative, Student Independent Hours)**
 - **Other Volunteer Hours (Administrative)**

2. Enter hours associated with the category based on the following type of hours definitions:
 - **Tutoring Hours** (Preparation, Tutoring, Tutoring Administrative, Student Independent Hours)
 - **Tutoring Hours** – The time you spent teaching
 - **Preparation Hours** – The time you spent planning and preparing your lessons
 - **Administrative Hours** – The time you spent traveling to tutoring sessions
 - **Student Independent Study Hours** – The time your student spent independently studying or doing homework based on activities you directed.
 - **Other Volunteer Hours** (Administrative)
 - **Administrative Hours** – support in the office, participation in LVVS meetings, Board events, or book sales (examples).

3. Submit your Tutoring hours for each month. Round up to the nearest hour.
Remember to estimate and submit July and December prior to those months as an estimate to support reporting requirements to funders.

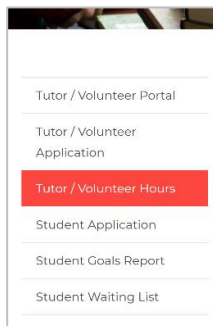
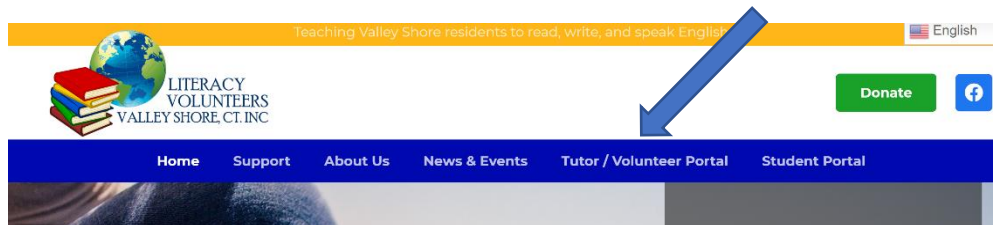
A. Submission by Email, hard copy to office, or by Phone

- 1) Send to the LVVS office or email to info@lvvs.org
- 2) Or call 860-399-0280

Submit hours based on the two categories and types of hours, and specify the month being submitted and the name of the student or volunteer activity.

B. Submission via LVVS Website

- 1) Go to LVVS.org and Select “Tutor/volunteer Portal” on the upper blue Home bar. The link to the submission page is [lvvs.org/tutor-portal/tutor-hours/].



- 2) On the Tutor/Volunteer Portal page select the label “**Tutor/Volunteer Hours**” on the left side of the page.

- 3) When selected, the **Tutor/volunteer Hours Reporting Form** will come up in the middle of the page to enter your hours.

Tutor / Volunteer Hours Reporting Form

Please fill out and submit the form for each student you tutor during the month. Also, please complete the form for any other volunteer activity not directly tied to your student tutoring.

1

- 4) Complete the base information and select the **Type of Hours** you are submitting. Each submission is unique to the Type of Hours and Month.
 - **Tutor or Volunteer’s Name** – Your first and last name
 - **Tutor or Volunteer’s Email** – Your email address
 - **Month associated with hours being submitted** - The Month field has a drop-down arrow at the right that brings up a list of months to select.
 - **What Type of Hours are you Submitting?** – Select whether it is for Tutoring Hours or for Other Volunteer activities. If you have both Types of Hours during a month, then you need to submit twice. If you have more than one student, then you need to submit for each student. Then select **Next**.

What Type of Hours are you Submitting?

- Tutoring Hours (Preparation, Tutoring, Tutoring Administrative, Student Independent Study)
- Other Volunteer Hours (Administrative)

Next

5) After you select the Types of Hours and Next, the Tutoring Hours detail page will appear. Complete the four categories of hours.

- Data required when you select **Tutoring Hours**:
 - **Student's Name** – Your student's first and last name.
 - **Hours** - Type in the box the number of whole hours associated with Preparation, Tutoring, Administration, or Student Independent Study Hours. If you do not have associated hours in a category, then leave blank or enter 0.

Tutoring Hours

Student's Name *

Only submit whole hours – round to nearest hour

Preparation Hours

The time you spent planning and preparing for your lessons

Tutoring Hours

The time you spent tutoring

Administrative Hours

Time you travel to/from or spend setting up the lesson.

Student Independent Study Hours

- Data required when you select **Other Volunteer Hours**:
 - **Volunteer Function** – Select from the drop-down box, the primary other volunteer function that you are submitting.
 - **Hours** - Type in the box the number of whole hours associated with Administration.

Other Volunteer Hours

Volunteer Function *

Select a function that reflects the primary number of hours.

Administrative Volunteer Hours

Time spent on non tutoring activities such as LVVS meetings, fundraising, office support, workshops, or community events. Only submit whole hours – round to nearest hour.

6) Once you complete the hours for the Type of Hours you are submitting, then select **Next**. The **Back** button is only if you need to correct or change the information for the Type of Hours you are submitting.



7) On the next page, you can type in a comment that you want noted about your submission. Then select **Submit**. The **Back** button is only if you need to make a correction on the previous pages.

Comments



- 8) Once you **Submit**, you will see the message below on the page. If you have other Student Tutoring Hours or Other Volunteer Hours, then select [Refresh page to submit a new form](#) or you can select the red Tutor/Volunteer Hours on the left side menu on the page.



Thank You!

Your submission has been received.

[Refresh page to submit a new form.](#)

- 9) You will receive an email confirming your submission and hours entered. Exit the website when done.

Tutor / Volunteer Hours Reporting Form	
Tutor or Volunteer's Name	First and Last Name
Tutor or Volunteer's Email	test@gmail.com
Month associated with hours being submitted	January
What Type of Hours are you Submitting?	Tutoring Hours (Preparation, Tutoring, Tutoring Administrative, Student Independent Study)
Student's Name	Student's Name
Preparation Hours	1
Tutoring Hours	1
Administrative Hours	1
Student Independent Study Hours	1

Tutor / Volunteer Hours Reporting Form	
Tutor or Volunteer's Name	Test Name
Tutor or Volunteer's Email	Test@gmail.com
Month associated with hours being submitted	January
What Type of Hours are you Submitting?	Other Volunteer Hours (Administrative)
Preparation Hours	2
Tutoring Hours	2
Administrative Hours	2
Student Independent Study Hours	2
Volunteer Function	Other Administrative
Administrative Volunteer Hours	2