

# America Reads & Counts (ARC) Time Sheet

ARC Tutor Name: \_\_\_\_\_

Site Name: \_\_\_\_\_

Month/Year: \_\_\_\_\_

Day	Hours Completed	
	Hours	Minutes
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Day	Hours Completed	
	Hours	Minutes
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

Monthly Meeting

Day	Hours Completed	
	Hours	Minutes

Online Trainings

Day	Hours Completed	
	Hours	Minutes

Orientation

Day	Hours Completed	
	Hours	Minutes

**Total Hours Completed:** \_\_\_\_\_ hrs \_\_\_\_\_ mins

\*Supervisors – do not sign if total hours is not stated

**Supervisor Name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ARC Tutor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**ARC Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please make sure to accurately account for your time – turn in this completed form to CICE in LH206 along with your completed FWS Time Sheet by the last business day of every month to ensure proper payment. Time sheets submitted with any sort of alterations to the total hours line will not be accepted; time sheets with any mistakes must be redone and submitted again.