PUBLIC SPEAKING TUTOR LOG SHEET

For PLTC Use Only

Date Entered: _____

Payroll: _____

Logged By: _____

Tutor Name:
(First & Last)

Date (mm/dd/yy)	**Activity** i.e., trainings, workshops, preparation for workshops, meetings with students/faculty (with names), small groups (with # in group)	**Total Activity Time** (to nearest 15 min.)	**Comments**

Total Activity Time:

Instructions to tutors:	1. Please print legibly. 2. Turn in your logsheets to the PLTC twice each month, by the 1st and the 16th. 3. Keep a running list of all activities you do as a Public Speaking Tutor. This includes tutor training, meetings with students and faculty (give names of people you meet with), workshops, small groups (give # students in group), preparation for meetings or workshops, etc.