



AMERICA READS BI-MONTHLY MEETING PLANNING AND FOLLOW-UP FORM



Pacific Lutheran University Center for Public Service

Please fill out the first section (I.) and e-mail it to Tiffany (lemmontm@plu.edu) a week before your meeting is scheduled. The second section (II.) is to be filled out **AT your meeting** and is due to Tiffany a week after your actual meeting. Only one form is needed from each site. **Thank you!**

*Please note, roles should switch after each meeting so everyone has an opportunity to facilitate.

Facilitator (leads meeting):	Date of Meeting:
Recorder (writes down info):	Time of Meeting:
Timekeeper (keeps time):	Place of Meeting:
Reporter (turns in form):	Next Meeting Date:
Tutors Attending:	Tutors Absent:

I. Please fill out the first section of the form PRIOR TO YOUR BI-MONTHLY MEETING. This will include information and activities to plan your meeting around.

Program Updates (*Please contact Program Supervisor for this information):

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Site Updates (upcoming school events, teacher in-service days, school breaks, etc.):

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Other items you plan to discuss (e.g. a reminder about wearing nametags while at the site, questions, issues, concerns, tutoring resources, ideas.):

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II. The following section will allow you to record information from the discussions and activities you facilitate AT YOUR MEETING.

Please write down what was discussed at your reflection meeting (challenging, success, questions or concerns for Program Specialist, etc.):

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Recognition of tutor achievements (personal or professional):

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*Please attach additional sheets as needed.