



AMERICA READS MONTHLY REFLECTION MEETING FORM PACIFIC LUTHERAN UNIVERSITY

Center for Community Engagement & Service



Please fill out this form for each monthly reflection meeting and email it to Tiffany at (lemmontm@plu.edu) or hand deliver to Ramstad 112. All forms are due no later than one week after each meeting. Please note that if a form is not turned in, your group will not receive credit for your reflection meeting. All reflection meetings are MANDATORY! Only one form is needed for 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) & Reporter (turns in form):	Time of Meeting:
Timekeeper (keeps time):	Next Meeting Date:
Tutors Attending:	Tutors Absent:

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

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

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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.