Name:		Total Hours Required:	1700

Section 1: Hours Planning

You will use this section to map-out or plan the hours you intend to serve each week.
Complete Section 1 and submit to your Internal Coach & Program Manager or Coordinator by deadline

Total Hrs Planned:	1615.25	69.00	69.00	0.00	6.00	**1759.25**
% hrs planned :	91.81%	3.92%	3.92%	0.00%	0.34%	
Hrs cap by category:	98.00%	25.00%	15.00%	10.00%	6.00%	

	Literacy service at site	Additional service hours	Training / Professional development	Literacy service in community	Non-literacy service in community	Hours *Planned* each Week
	Includes: - In-school - After-school - Coaching - Family Engage.	**Includes:** - Prep time - Data entry - Email	**Includes:** - MRC Training - Site Training - Travel to training	**Includes:** Supporting literacy outside of your service site	**Includes:** Supporting non-literacy community service	
Aug 9-Aug. 15	40.25		1.00			41.25
Aug. 16- Aug. 22	21.50	6.00	1.00			28.50
Aug. 23- Aug. 29	40.00	5.00				45.00
Aug. 30- Sept. 5	40.00	5.00	1.00			46.00
Sept. 6 - Sept. 12	41.00	1.50			3.00	45.50
Sept.13- Sept. 19	32.00	2.00	11.00			45.00
Sept. 20 - Sept. 26	41.00	1.50				42.50
Sept. 27 - Oct. 3	41.00	1.50	1.00			43.50
Oct. 4- Oct. 10	41.00	1.50				42.50
Oct. 11 - Oct. 17	26.50	1.00	11.00			38.50
Oct. 18 - Oct. 24	41.50	1.00	4.00			46.50
Oct. 25- Oct. 31	41.00	1.50				42.50
Nov. 1- Nov. 7	35.50	1.00	5			41.50
Nov. 8- Nov. 14	41.00	1.50				42.50
Nov. 15- Nov. 21	31.50	1.00	11.00			43.50
Nov. 22 - Nov. 28	20.00	1.00				21.00
Nov. 29 -Dec. 5	41.00	1.50	1.00			43.50
Dec. 6-Dec. 12	41.00	1.50				42.50
Dec. 13- Dec. 19	39.50	2.00	2.00			43.50

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May 1-May 7	38.50	1.50	1.00			41.00
May 8 - May 14	38.50	1.50				40.00
May 15- May 21	38.50	1.50				40.00
May 22 - May 28	38.50	1.50				40.00
May 29 - June 4	34.00	1.00	1.00			36.00
June 5 - June 11	38.50	1.50				40.00
June 12 - June 18	38.50	1.50				40.00
June 19 - June 25	28.00					28.00
June 26 - July 2	25.00					25.00
July 3 - July 9						0.00
July 10 - July 16						0.00
July 17 - July 23						0.00
July 24 - July 30						0.00
July 31 - Aug. 6						0.00
Aug. 7- Aug. 13						0.00
Aug. 14 - Aug. 20						0.00