NORTHERN ILLINOIS UNIVERSITY STUDENT ASSOCIATION
EMPLOYEE WEEKLY PROGRESS REPORTS

Week of: October 26th – 30th

Employee Name:

Director of:

MONDAY ______________ October 26th ________________________ Office Hours: __________ 11am-
1pm __________

List activities and tasks performed during paid workday:

- Contacted Sandi Carlisle about the locking mechanisms at the Rec
- Contacted Sandi about extra funding for the rec

List meetings held:

- Met with Director Keith to discuss Greek week and athletic club pairing for Greek week and logistics

List out-of-office meetings held:

(After each Out-of-office meeting held, please indicate the amount of estimated time spent in “( )”.
For example: Met with John Smith to discuss X, Y and Z. (1 hr). Created ad booklet. (30 Min).

Total Hours Worked: ___2___

TUESDAY ___October 27th ______________ Office Hours: ___11am-12:15pm________

List activities and tasks performed during paid workday:

- Contacted Red Riot about Men’s Basketball plans
- Researched other schools awards for sport clubs for future ideas

List meetings held:

- Budget presentations for sport club council 5-9 (4 hours)
  - Finished all sport club budget presentations
WEDNESDAY _______October 28th __________________________ Office Hours: ___11-1_____

List activities and tasks performed during paid workday:

- Researched Cricket fields set up and cost of upkeep as well as prices for the equipment for sports club council

List meetings held:

- Met with Hallie Garcia from Woman’s Basketball Club to discuss awards and accolades for teams (60 min)

THURSDAY ___________October 29th________________________ Office Hours: ___11-12:15___________

List activities and tasks performed during paid workday:

List meetings held:

- 1 on 1 with Greg Lezon Chief of Staff

FRIDAY _________October 30th ____________________________ Office Hours: ______11-1__________

List activities and tasks performed during paid workday:

- Staff Meeting
- Looked into finding sport club venue for end of the year awards
- Spoke with Hallie about Sport Club Awards
- Time sheet
(After each Out-of-office meeting held, please indicate the amount of estimated time spent in "(")."
For example: Met with John Smith to discuss X, Y and Z. (1 hr). Created ad booklet. (30 Min).

Total Hours Worked: ______2____

TOTAL HOURS WORKED FOR WEEK: _______

ADDITIONAL COMMENTS/PROJECTS

COMPLETED FORMS MUST BE SIGNED BY THE CHIEF OF STAFF OR PRESIDENT AND UPLOADED TO THE SA WEBSITE WITHIN 1 WEEK.

__________________________________________ __________________
Employee’s Signature Date

__________________________________________ __________________
Chief of Staff’s Signature Date