NORTHERN ILLINOIS UNIVERSITY STUDENT ASSOCIATION

EMPLOYEE WEEKLY PROGRESS REPORTS

Week of: September 7th

Employee Name:

Director of:

MONDAY ___________ 7th ___________ Office Hours: ________________________

List activities and tasks performed during paid workday:

List meetings held:

• The office was closed

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: ___0___

TUESDAY ___ September 8th ___________ Office Hours: ___11am-12:15pm__________

List activities and tasks performed during paid workday:

List meetings held:

• Reorganized all left over merchandise from the Tailgate

• Contacted Dr.Streb about the Athletic Board Committee

(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: __1.25____
WEDNESDAY ______September 9th________________________ Office Hours: _____11-1:45____

List activities and tasks performed during paid workday:

- 

List 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: ___2.75___

THURSDAY _________________ 10th________________________ Office Hours: ___11-12:15________

List activities and tasks performed during paid workday:

List meetings held:

- Began to Review Grievance Policy
- Met with Director Grace to Discuss upcoming SA Meet and Greet

(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: ____1.25____

FRIDAY _________________11th________________________ Office Hours: _____11-1:30________

List activities and tasks performed during paid workday:

- List meetings held:
- Filled out Progress Report
- Reviewed Grievance Case
- Staff meeting (1 hour)

(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: ___2.5_____
TOTAL HOURS WORKED FOR WEEK: _______

ADDITIONAL COMMENTS/PROJECTS

- Ran the SA tailgate 9/5 for the first homegame 1-6 (5hr)

__________________________  __________________
Employee’s Signature       Date

__________________________  __________________
Chief of Staff’s Signature  Date