NORTHERN ILLINOIS UNIVERSITY STUDENT ASSOCIATION

EMPLOYEE WEEKLY PROGRESS REPORTS

Employee Name:

Director of:

MONDAY: ____ October 12 ____________ Office Hours: ________________

List activities and tasks performed during paid workday:

- Contact ITS
- Assisted student with advertising
- Schedule meeting with dept
- Completed cultural center surveys

List meetings held:

- R.E.A.L. Women(20mins)

List out-of-office meetings held:

Total Hours Worked: ____3hrs

TUESDAY ___ October 13th ____________________ Office Hours: ____________

List activities and tasks performed during paid workday:

- Sent emails to student orgs
- Helped student with senate information

List meetings held:

- Meeting w/ S.I.S.T.E.R.S. (1hr 30mins)

Total Hours Worked: ___4hrs_____
**WEDNESDAY** __October 14th_________________  
**Office Hours:** ______________

List activities and tasks performed during paid workday:

- Worked on Networking sessions ideas
- Spoke with senator about joining committee
- Researched venues for networking sessions

List meetings held:

- Meeting with PRSSA rep

(After each Out-of-office meeting held, please indicate the amount of estimated time spent in "( )".

Total Hours Worked: _____2____

For example: Met with John Smith to discuss X,Y and Z. (1 hr). Created ad booklet. (30 Min).

**THURSDAY** _____October 15th______________  
**Office Hours:** ______________

List activities and tasks performed during paid workday:

- Finalized excel spread for networking session
- Helped organization with updating huskie links account information

List meetings held:

- Parking services committee meeting (1 hr)
- One-on-One (15 mins)

(After each Out-of-office meeting held, please indicate the amount of estimated time spent in "( )".

Total Hours Worked: _____hrs 5mins____

For example: Met with John Smith to discuss X,Y and Z. (1 hr). Created ad booklet. (30 Min).

**FRIDAY** _______ October 16th______________  
**Office Hours:** ______________

List activities and tasks performed during paid workday:

- Responded to emails
- Reached out to student interested in starting an organization
- Assist organization with funding information questions

List meetings held:

- Meeting
- Staff meeting

(After each Out-of-office meeting held, please indicate the amount of estimated time spent in "( )".

Total Hours Worked: _____3hrs____

For example: Met with John Smith to discuss X,Y and Z. (1 hr). Created ad booklet. (30 Min).

**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.

______________________  _______________________
Marvin Harris

Employee’s Signature  Date

______________________  _______________________
Chief of Staff’s Signature  Date