Employee Name:

Director of:

MONDAY: __October 26th_________ Office Hours: __11:50a-2:50p________

List activities and tasks performed during paid workday:

- Revised food recovery network (FRN)
- Contacted Founder of Photograph club for meeting
- Made additions to org constitution

List meetings held:

- Meeting w/Student Hospitality Association member (30mins)

List out-of-office meetings held:

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

3mins____

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

Total Hours Worked: ____3hrs____

TUESDAY __October 27th____________ Office Hours: __11:00a-2:00p_______

List activities and tasks performed during paid workday:

- Assisted org with Huskie link updates
- Revised organization constitution
- Responded to emails

List meetings held:

(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).
WEDNESDAY October 28th

Office Hours: 12:00p-3:00p

List activities and tasks performed during paid workday:

- Assisted Student Advisors committee school of Theatre & Dance w/ Constitution information
- Help student with questions in regards of huskie transportation
- Rescheduled meeting with student organizations
- Spoke with student about organization Advertising and Finances

List meetings held:
- BTW member

Total Hours Worked: 3hrs

THURSDAY October 29th

Office Hours: 11:00a-3:00p

List activities and tasks performed during paid workday:

- Reached out to student org about scheduling meeting
- Assisted student with interest in starting a new organization
- Sent necessary requirements to student that is interested in starting an organization
- Sent documents to NIU Colligate DECA

List meetings held:

Total Hours Worked: 5hrs

FRIDAY October 30th

Office Hours: 

List activities and tasks performed during paid workday:

- Typed weekly staff report
- Typed time sheet
- Reviewed organization constitution

List meetings held:

- Staff meeting

Total Hours Worked: 2hrs

TOTAL HOURS WORKED FOR WEEK: ___
ADDITIONAL COMMENTS/PROJECTS

ATTENDED  SA RALLY (1HR)

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