Employee Name:

Director of:

MONDAY: ____November 16th __________Office Hours: ____11:45a-3:00p_________

List activities and tasks performed during paid workday:

- Responded to emails
- Selected a committee to assist for the spring fest
- Answered organization questions about org/constitution changes
- Contacted organizations for follow ups

List meetings held:

List out-of-office meetings held:

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

15mins__

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

TUESDAY ___November 17th________________________Office Hours: ___9:45a-12:00p/ 1:00p-2:00p_________

List activities and tasks performed during paid workday:

- Reschedule meeting w/ senator
- Assisted student interested in the Clerk of Senate position
- Spoke with students about organization questions/concerns
- Help student with organization finance questions
- Help organization develop a better understanding of offices to contact for services

List meetings held:

- Geology club members (45mins)
WEDNESDAY ______ November 18th________________________  Office Hours: ___11:40a-3:10p___________

List activities and tasks performed during paid workday:

- Contact Annie for information in regards of the Networking Session
- Drafted a document that helps with committee members task
- Started creation of “Organization Creation Tips”
- 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).

THURSDAY _____November 19th___________________________  Office Hours: ___11:15a-4:30p___________

List activities and tasks performed during paid workday:

- Contacted Taiwanese Student Association to schedule a meeting
- Contacted NIU College Republicans to schedule a meeting
- Sent follow up email to PLUSH organization

List meetings held:

- Meeting with Sociology Club (1hr)
- Meeting with Student Senator (30mins)

Total Hours Worked: __5hrs

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

FRIDAY _______November 20th__________________________  Office Hours: ___2:30p-4:30____________

List activities and tasks performed during paid workday:

- Responded to PLUSH follow up email question
Typed weekly staff report

List meetings held:
• Staff meeting

(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: ____2hrs____

TOTAL HOURS WORKED FOR WEEK: ____17hrs 15mins____

ADDITIONAL COMMENTS/PROJECTS

Student Conduct Hearing (Thurs)

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

__________________________

Chief of Staff’s Signature

Date

Date