MONDAY: ____August 24th ___________ Office Hours: ____ 2:30p-4:30p__________

List activities and tasks performed during paid workday:

- Contacted Latinos Engaging in Graduate Academics Community to continue constitution process
- Scheduled a meeting with Community advisors in New Hall
- Revised in process constitutions
- Answered questions for organizations that needed assist with constitutions
- Emailed organizations in regards of continuing the founding of an organization process

List meetings held:

- BSU executive board members (45 minutes)

List out-of-office meetings held:

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

Total Hours Worked: ____2hrs____
For example: Met with John Smith to discuss X,Y and Z. (1 hr). Created ad booklet. (30 Min).

TUESDAY ____August 25th _______________ Office Hours: ____12p-4p________

List activities and tasks performed during paid workday:

- Scheduled meeting with LEGA-C
- Followed up Latinos in Engaging in Graduate Academics Community
- Emailed Volunteers Around the World about constitution status
- Emailed Commniversity Gardens about constitution and scheduling meeting
- Made phone call and email to NIU GIS Professional Society
- Edited 2 Constitutions

List meetings held:

- President Diana Mondragon (LEGA-C)
- Jake Watson w/ Miki (OohLaLa)

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

Total Hours Worked: __4hrs____
For example: Met with John Smith to discuss X,Y and Z. (1 hr). Created ad booklet. (30 Min).
WEDNESDAY  August 26th  Office Hours: 11:30a-3:30p

List activities and tasks performed during paid workday:

- Contacted Career Services to schedule a meeting
- Followed up w/ Communiversity Gardens to assist with process
- Answered Voicemail from Zach Dyrda of Campus Ministry
- Assisted with Judson Fellowship Baptist Organization info change
- Review organizations profiles on Huskie Links
- Followed up w/ NIU GIS

List meetings held:

- Zach Dyrda (Judson Fellowship)

Total Hours Worked: 4hrs

THURSDAY  August 27th  Office Hours: 10:10a-2:10p

List activities and tasks performed during paid workday:

- Emailed Jake Watson about OohLaLa
- Spoke with Volunteers Around the World faculty advisor
- Emailed student organizations to check their organization constitution status
- Spoke with Taiwanese Student Association representatives
- Assisted President of Society for Hospitality Administration

List meetings held:

Total Hours Worked: 4hrs

FRIDAY  August 28th  Office Hours: 8:50a-12:50p

List activities and tasks performed during paid workday:

- Reviewed 190 room requests
- Responded to emails from organizations and departments
- Revised student organizations constitutions
- Called Chinese Kung Fu Club Faculty Advisor
- Assisted Diana Mondragon with constitution revision
- Scheduled meeting with TSA

List meetings held:

- Staff meeting

Total Hours Worked: 4hrs
TOTAL HOURS WORKED FOR WEEK: ___18hr____

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                      8/28/15

Employee’s Signature          Date

_____________________________  
Chief of Staff’s Signature  Date