NORTHERN ILLINOIS UNIVERSITY STUDENT ASSOCIATION
EMPLOYEE WEEKLY PROGRESS REPORTS

Week of:

Employee Name:

Director of:

MONDAY: ____August 31st __________ Office Hours: ____ 12:00p-3:00p________

List activities and tasks performed during paid workday:

• Created position detail email for organizations
• Finalized LEGA-C constitution work
• Revised LSSA & Scholars Constitution

List meetings held:

• Amazon representative (1 hr)

Total Hours Worked: ____3hrs___

List out-of-office meetings held:

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

List activities and tasks performed during paid workday:

• Huskie Link training
• Emailed Chinese Student and Scholars Association
• Revised SHA Constitution
• Assisted Illinois Lake Management Association

List meetings held:

• Phone meeting w/ Dan Cabrera
• BMI member

Total Hours Worked: __5hrs____

Office Hours: ____ 9:45a-2:45p________

List activities and tasks performed during paid workday:

(Total Hours Worked: __5hrs____)

WEDNESDAY ____September 2nd __________ Office Hours: ____ 11:25a-3:24p________

List activities and tasks performed during paid workday:

For example: Met with John Smith to discuss X, Y, and Z. (1 hr). Created ad booklet. (30 Min).
Finalized Chinese Kung Fu club constitution work
Assisted LEED with Constitution
Scheduled a meeting w/ Anugh Singh
Assisted student w/ Senate process

List meetings held:
- Meeting w/ Director of Outreach for LEED (1hr)

Total Hours Worked: ___4hrs____

(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).

THURSDAY _____September 3rd ____________________________ Office Hours: ____11:00a-4:00p_________

List activities and tasks performed during paid workday:
- Called Beth Wilkins (Advisor of Kappa Delta Pi)
- Assisted student with creating a new organization
- Assisted student with registration information
- Scheduled a meeting w/ Young Beautiful Ladies organization

List meetings held:
- Meeting w/ Anne Edwards of Career Services (30 mins)

Total Hours Worked: _____5hrs____

(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).

FRIDAY ______September 4th ____________________________ Office Hours: ____10:45a-1:45p_________

List activities and tasks performed during paid workday:
- Follow up call to new organization
- Reviewed Constitutions
- Respond to emails

List meetings held:
- Meeting w/ Anugh Singh (25mins)
- Meeting w/ Young Beautiful Ladies (50mins)
- Staff meeting

Total Hours Worked: ____3hrs____

(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 FOR WEEK: ____20hr____

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

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Chief of Staff’s Signature

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