



Associated Students, Inc.

Bi-Weekly Report

Bi Weekly Reports are due on Monday by 8 AM before a Board of Directors Meeting.

Name: _____ Position: _____

For Work Completed Between: _____ and _____

I. Specific Duties

Please respond to the questions below with at least a paragraph each. Your Direct Report will be verifying your report with the ASI Secretary Treasurer and provide feedback on your next one-on-one meeting.

1. How have you completed your specific duties during this period in relation to the ASI policy?

2. Did you accomplish any goals set in the prior period? If so, how?

3. What are your goals for the next bi-weekly period?

NOTE: The release of your final GIA will be dependent on the timely submission of your transition folder by noon Friday, May 11, 2018

II. Attendance

1. **ASI Internal Committee** Attendance is tracked via the roll call taken at the beginning of each meeting. If you are tardy or leaving early, it is your responsibility to notify the recording secretary so that your attendance is recorded. If you will be absent, it is your responsibility to notify the designated chairperson of that committee no later than 24 hours in advance.

If you have missed any ASI Internal Committee meetings this period, please list them below and state the reason for your absence.

Missed Committee Meeting	Date of Meeting	Reason

2. **Academic Senate, University-wide and College Specific Committee Attendance** is tracked via the committee reports that are submitted to the ASI Vice President of Academic Governance. Committee reports are due by the following Sunday after the committee meets and count towards your attendance.

If you have missed any Academic Senate, University-wide or College Specific Committee meetings this period, please list them below and state the reason for your absence.

Missed Committee Meeting	Date of Meeting	Reason

III. Office Hours

Office Hours will be tracked and verified at the front desk of the ASI office. You must sign-in and sign-out by notifying the front desk staff and initialing the entry. If you have not completed your office hours, please explain below:

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IV. Service

Service hours are ASI events, activities, or any other collaborations you have taken part of as a student representative that do not fall under your position duties or appointed/assigned committees. Please list service activities below.

Date (Month, Day, Year)	Description of Activities	Time (Start-End)	Duration (Hrs)	Secretary Treasurer/ Direct Report APPROVAL	
				YES	NO
				YES	NO
				YES	NO
				YES	NO
				YES	NO
Total Hours for Service Hours:					
Total Hours Incomplete:					

ASI Secretary Treasurer ONLY:			
*METHOD OF TRACKING			

Authorized Signatures	Signature for Approval	Date of Signature
Direct Report	_____	_____
Secretary/Treasurer	_____	_____
ASI President	_____	_____

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