



Bi-Weekly Report

*Bi-Weekly Reports are due on the Wednesday before a Board of Directors meeting by 11:59 pm.
No late bi-weeklies will be accepted.*

Name:

ASI Position:

Bi-Weekly Period:

Please respond to the the questions below throughly. Your Direct Report will verfiy your report and provide feedback at your next one-on-one meeting.

1. During this period, what specific duties did you perform in contribution to your mandatory 4 weekly engagement hours?

Date	Time	Engagement Activities

2. For the reporting period, list your most significant activities or projects and describe:
 - a. Purpose: Why you undertook the activity. (What student need, goal, or issue were you addressing?)
 - b. Outcome/Impact: What changed or happened as a result? Focus on the benefit to students or campus.
3. For each activity you completed during this period, which [ASI Impact Goal\(s\)](#) does it align with (Community Building, Student Empowerment, Policy Change, Advocacy), and how did your activity contribute to that goal?
4. What student concerns or issues came to your attention this period, and how did you address or follow up on them (e.g., actions taken, outcomes, or next steps)?
5. What are your key goals or planned activities for the next biweekly period, and what impact or outcome do you hope to achieve with each?



Administration Use Only:

Signature

Date

Direct Report:

ASI President:
