

# Log Book Data Sheet - KSA Richmond Campus Council

Name: \_\_\_\_\_ Position: \_\_\_\_\_

For the Pay Period: \_\_\_\_\_ to \_\_\_\_\_

	On-Campus (✓)	Duties Performed / Work Done	Time-In	Time-Out	Total Hours
Monday	<input type="checkbox"/>				
Tuesday	<input type="checkbox"/>				
Wednesday	<input type="checkbox"/>				
Thursday	<input type="checkbox"/>				
Friday	<input type="checkbox"/>				
Saturday	<input type="checkbox"/>				
Sunday	<input type="checkbox"/>				
Monday	<input type="checkbox"/>				
Tuesday	<input type="checkbox"/>				
Wednesday	<input type="checkbox"/>				
Thursday	<input type="checkbox"/>				
Friday	<input type="checkbox"/>				
Saturday	<input type="checkbox"/>				
Sunday	<input type="checkbox"/>				

## Duties to Be Performed Regularly Track Sheet...

Name: \_\_\_\_\_

**Note:** Clearly indicate by checking off what you have done during your shift by marking a ✓ or X in the appropriate box. Your work should include doing the following items but by no means should your work be limited to just doing them. You are elected officials and have a responsibility to your fiduciary duties as outlined in the KSA Constitution, Bylaws, Regulations and Procedures.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Opening Procedures (to be done each time you come into office)...</b>														
Signed-In Via Logbook														
Opened Blinds														
Checked Phone Messages														
Checked for Snail Mail														
Cleaned Lounge of debris, garbage														
Read Notice Binder														
<b>Regular Communication Duties (to be done at least once per pay period)...</b>														
Visited Website for new postings														
Visited Website Forum														
Wrote & submitted Campus Council Report														
Read RCC Agenda & Minutes														
Read Council Agenda & Minutes														
Read EBOD Agenda & Minutes														
Read Committee Agenda & Minutes														
<b>Regular Office Duties (to be done at least once per pay period)...</b>														
Hung Posters That Needed to be Posted														
Checked Poster Boards to Ensure all Postings are Posted as per Posting Procedures														
Checked Brochures and Stocked Area per Planogram														
Ensured Glass / Windows are Clean														
Ensured Counters / Surfaces are Dust Free														
<b>Closing Duties (to be done each time you leave the office)...</b>														
Put away all work materials and supplies														
Cleared Lounge of debris, garbage														
Cleared Office of debris, garbage														
Emptied Office Garbage Cans														
Shut-Down Computers and Turn Off Monitors														
Signed-Out Via Logbook & Posted Hours on Timesheet														
Closed Blinds														

Log Checked by Campus Council Director - Initialed: \_\_\_\_\_ - Date: \_\_\_\_\_