

BQLT Time Sheet (6/25 - 7/8)

Staff Name: *Domica Roberts*

Period Start: *June 25, 2019*

Date	Time In	Break Start	Break End	Time Out	Total hours	What I did
Tuesday (6/25)	10:30 AM	3:45 PM	4:15 PM	6:00 PM	7	editing newsletter; mtg w/ Irene & financial advisor; drafting jazz flyer; reinstated Demetrice's BQLT email; updated bqlt google groups & users; correspondence w/ interested community members; correspondence w/ gardeners; brief mtg w/ Irene; documented receipt of westbrook dues, license agreement & greenthumb registration form; phone mtg w/ Kofi; follow up w/ Greene Garden; scheduled second event notice for publish 6/26; added outstanding dep acct numbers;
Wednesday (6/26)						
Thursday (6/27)						
Friday (6/28)	9:30 PM			10:45 PM	1.25	attended/documented Greene Garden event
Saturday (6/29)	12:00 PM			7:45 PM	7.75	attended/documented workday @ Malcolm X; attended garden event @ Greene Garden; attended/documented jazz concert @ RTV;
Sunday (6/30)						
Monday (7/1)					5	(out of office) updated social media; drafted posts for website; updated newsletter draft;
Tuesday (7/2)	11:00 AM			2:30 PM	3.5	scanned additional documentation for personnel files; documented annual fee receipts; updated social media; updated facebook events; worked on newsletter draft sections; updated posts on website;
Wednesday (7/3)	10:00 AM			7:00 PM	9	updated social media; updated website; updated newsletter draft; uploaded photos from garden events; drafted/posted website posts for highlights section on garden events; scheduled exterminator visits for greene, la finca, mama dees and heavens gate; turned on water at Classon; updated bqlt docs; updated garden needs spreadsheet; documented supply giveaway to Classon; documented incoming checks (scan + copy); updated bqlt calendar;
Thursday (7/4)						
Friday (7/5)					5	(out of office) continued drafting events and news/highlights for website; drafted mc ops mtg notice; uploaded photos from garden events; reconfirmed appointments w/ exterminator;
Saturday (7/6)						
Sunday (7/7)						
Monday (7/8)						
					38.50	

Staff Signature: *Domica Roberts*

Supervisor Signature: