BQLT Time Sheet (7/23 - 8/5)						
Staff Name: Domica Roberts						
Period Start: July 23, 2019						
Date	**Time In**	**Break Start**	**Break End**	**Time Out**	**Total hours**	**Details**
Tuesday (7/23)					4	(out of office) developed flyer for Saturday jazz event; updated website listing for upcoming jazz event
Wednesday (7/24)	1:00 PM			7:30 PM	6.5	updated newsletter draft; updated social media; developed and published mini events newsletter; developed operations mtg mc draft; updated bqlt calendar; updated bqlt events listing via website; updated website posts; updated garden contact info; documented and filed checks from ccnyc and novotel;
Thursday (7/25)	12:00 PM			4:00 PM	4	completed and submitted hours increase proposal; reached out to trees ny to follow up about workshops; updated fb event listing; requested room reservation for finance mtg; updated bqlt calendar; updated newsletter draft;
Friday (7/26)						
Saturday (7/27)	4:00 PM			7:30 PM	3.5	assisted with grocery shopping for jazz concert; attended and documented jazz concert;
Sunday (7/28)						
Monday (7/29)						
Tuesday (7/30)					3	(out of office) updated social media; listened to and recorded voicemails needing a response; updated account info and recorded new login info in passwords doc; began celebration of gardens flyer design; updated spectrum login info
Wednesday (7/31)	1:00 PM			8:00 PM	7	drive organization; brief update w/ Irene; check in w/ Kofi on ops mtg info; continued on photo transfers; drafted website post for post-jazz concert acknowledgment; research for relevant articles to share on fb; finance mtg
Thursday (8/1)	3:00 PM			8:30 PM	5.5	updated social media; updated bqlt calendar; picked up fund form folder from book keeper; updated website posts; prepped ops mtg email to send; prepped events email to be published tomorrow; prepped board mtg materials; updated staff report details; attended board mtg
Friday (8/2)						
Saturday (8/3)						
Sunday (8/4)						
Monday (8/5)	10:00 AM			5:00 PM	7	prepped 2019-21 license agreements for mailing; sent ops mtg cancellation notice(s); updated mailing list contacts via mailchimp; updated la finca rep details; updated expectation of drive organization projects;
					40.00	
Staff Signature: *Domica Roberts*						
Supervisor Signature:						