

BQLT Time Sheet (4/16 - 4/29)

Staff Name: Domica Roberts

Period Start: Apr 16, 2019

Date	Time In	Break Start	Break End	Time Out	Total hours	What I did
Tuesday (4/16)						
Wednesday (4/17)						
Thursday (4/18)	11:30 AM	4:00 PM	4:30 PM	8:45 PM	8.8	phone mtg w/ Kofi on Herkimer; phone mtg w/ Demetrice; mtg w/ YWCA Director about intern; picked up DBNA tickets and dropped them off at Barclays; correspondence w/ possible general volunteer; updated BQLT records; documented income of donations; updated social media; start mailchimp draft for spring newsletter; rescheduled mtg w/ SYEP representative; follow up w/ several concerns of individuals + garden groups; coordinated community workday at classon; updated bqlt calendar; scheduled exterminator revisit to Greene; updated website;
Friday (4/19)	2:00 PM			7:00 PM	5	mtg w/ YWCA Director of Outreach & External Relations to discuss intern possibility; followed up w/ volunteers about classon workday; entered new mailing list data; updated bqlt records; mtg w/ Irene;
Saturday (4/20)						
Sunday (4/21)						
Monday (4/22)					1.5	correspondence w/ Tayyab on debris from construction @ St. John's Place; phone correspondence w/ Irene & Kofi regarding water;
Tuesday (4/23)	10:00 AM			6:00 PM	8	exterminator appointment @ Greene Garden for follow up; updated social media; entered new emails into mailchimp; followed up with Director of Outreach and External Relations of YWCA on intern inquiry; correspondence w/ Tayyab on debris left from construction @ St. John's; phone mtg w/ Kofi for updates on water turn on situation; correspondence w/ Demetrice on water turn on situation and intern inquiry; assisted Irene w/ outstanding items;
Wednesday (4/24)	8:30 AM			12:00 PM	3.5	called NYS Grants Gateway Service Center for clarification on requirements for organization docs; managed HHS accelerator & grants gateway; assisted Irene in DEP water bill payment; called insurance for invoice with new address; attended hearing for Heaven's Gate and La Finca; called exterminator for updated invoice with adjusted information; prepped work for intern tomorrow; double checked receipts for garden annual fee payments and updated tracking sheet;
Thursday (4/25)	12:00 PM			4:00 PM	4	orientation w/ new YWCA intern; supervised intern; discussed w/ TreesNY on tree workshops in June + citizens pruner course to be hosted in garden; discussed possibility of volunteers from Citizens Committee; discussed w/ Arif water system hook up @ Mama Dees & Westbrook; follow up w/ 1100 Bergen on available supplies; brief phone check in w/ Demetrice;
Friday (4/26)						
Saturday (4/27)						
Sunday (4/28)						
Monday (4/29)						
					30.75	

Staff Signature: *Domica Roberts*

Supervisor Signature: