**Staff Member:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_**Week:** \_\_\_\_\_\_\_\_

**Editor Approval** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Advisor Approval** \_\_\_\_\_\_\_\_\_\_\_\_

**Paycheck Worth \_\_\_\_\_\_\_\_**

**Maximum Amount \_\_\_\_\_\_**

**Comments:**

**Monday**

**Sales**

* Popcorn sales \_\_\_\_\_
* Ad sales \_\_\_\_\_
* Designing ad page \_\_\_\_\_
* Contacting non-buyers \_\_\_\_\_

**Design**

* Proofing pages \_\_\_\_\_
* Designing layout \_\_\_\_\_

**Photo**

* Uploading pictures \_\_\_\_\_
* Editing photos \_\_\_\_\_
* Organizing photo folders \_\_\_\_\_
* Taking photos (during class) \_\_\_\_\_
* Taking photos (on your own time) \_\_\_\_\_
* Tagging photos \_\_\_\_\_

**Writing**

* Researching for article \_\_\_\_\_
* Writing article \_\_\_\_\_
* Proofreading articles \_\_\_\_\_
* Typing article \_\_\_\_\_
* Matching photo to article \_\_\_\_\_

**Miscellaneous**

* Fixing coverage report \_\_\_\_\_
* Editors meetings \_\_\_\_\_
* Staff meetings \_\_\_\_\_
* Other:

**Deductions**

* Explain:

**Tuesday**

**Sales**

* Popcorn sales \_\_\_\_\_
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* Writing article \_\_\_\_\_
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* Matching photo to article \_\_\_\_\_

**Miscellaneous**

* Fixing coverage report \_\_\_\_\_
* Editors meetings \_\_\_\_\_
* Staff meetings \_\_\_\_\_
* Other:

**Deductions**

* Explain:

**Wednesday**

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* Matching photo to article \_\_\_\_\_

**Miscellaneous**

* Fixing coverage report \_\_\_\_\_
* Editors meetings \_\_\_\_\_
* Staff meetings \_\_\_\_\_
* Other:

**Deductions**

* Explain:

**Thursday**

**Sales**

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**Miscellaneous**

* Fixing coverage report \_\_\_\_\_
* Editors meetings \_\_\_\_\_
* Staff meetings \_\_\_\_\_
* Other:

**Deductions**

* Explain:

**Friday**

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**Deductions**

* Explain: