

# ACTIVITY REPORT FORM EVENING DUTY ADMINISTRATOR

Please note below any activity and/or action taken during your evening duty. Be specific.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_ **No Activity**

\_\_\_\_\_ **Activity (please explain):** \_\_\_\_\_

---

---

---

---

**Action taken (please explain):** \_\_\_\_\_

---

---

---

---

---

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

It is important that this form be returned to the Office of the Vice President, Academic Affairs, Bldg. BA, on the day following your scheduled evening. Please call Heidemarie Wing (ext. 2690) on the following morning to report any incidents of a serious nature and follow up with your written report.