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INVOICE

INVOICE #2

DATE: 6.16.24-6.30.24

DATE	DESCRIPTION	RATE	HOURS	TOTAL
6.17.24	Met with Deobrah at her house and then work from home 10:00am- 3:00pm (hour-ish break at 10:30 to drive home) <ul style="list-style-type: none">Continued work on the list of local business and added contact names and their positionsHad a zoom meeting with Partick to discuss reaching out to the sponsors	\$25 per hour	4	\$100
6.19.24	Remote work 8:00pm- 9:00pm <ul style="list-style-type: none">Email and speaker list spreadsheet upkeep	\$25 per hour	1	\$25
6.20.24	Remote Work 9:30am- 2:00pm <ul style="list-style-type: none">Drafted email for sponsorship and adsMeeting with Patrick to discuss reaching out about sponsorship and ad email I draftedMeeting with Nerissa to discuss volunteer coordinationReorganized spreadsheet- moved people to correct categories, downloaded any files that couldn't be found, reorganized files and foldersDrafted email to send to maybes	\$25 per hour	4.5	\$112.5
6.20.14	Remote Work 9:30pm-10:30pm: <ul style="list-style-type: none">Scheduled meetings with speakersZoom and calendar invitesUpdated spreadsheet with this information	\$25 per hour	1	\$25
6.24.24	Remote work 10:00-2:00 <ul style="list-style-type: none">Email and spreadsheet upkeepWent through all the no's and sent out emails to themDrafted emails for listservTalked with Deborah and Patrick about looking over sponsorship/ad email to send out	\$25 per hour	4	\$100
6.26.24	Remote Work 7:30am-9:00am <ul style="list-style-type: none">Checked over email with Patrick	\$25 per hour	1.5	\$37.5

	<ul style="list-style-type: none"> Sent out ad/sponsorship email to local businesses 			
6.27.24	Remote work 10:00am-2:00pm: <ul style="list-style-type: none"> Spreadsheet and email upkeep Meeting with Deborah, Patrick, and Sharon Coordinating setting up signature for emails Email to former volunteers Drafting email to send again to businesses to remind them of sponsorship and ads Working on document with information about maybe speakers 	\$25 per hour	4	\$100
SUBTOTAL:			20	\$500