U3A Kyneton

Attendance Record

Attendance and Payment Record for …….…….…. SIG/Course/Excursion Title

Participant Cost per attendance ……..….show amount paid in $ column

Activity Leader ……Phone Number……..

Attendees Name/Phone Number	Date /	$	Date /	$	Date /	$	Date /	$	Date /	$

Leader is requested to pass the completed sheets on to the Secretary within the calendar year of use.
A new sheet is to be used for the start of each calendar year.
Please remember if any untoward incident occurs to make an immediate report and provide it to the Secretary.