

- Secretary types member names on left and makes 12 copies for the year [sheet (A)]
- Members indicate attendance by their signature next to their names.
- After each meeting secretary records individual attendance on Community Attendance Log [sheet(B)]

(A)

COMMUNITY MEETING ATTENDANCE RECORD – Sign in sheet

COMMUNITY NAME \_\_\_\_\_ LCC # \_\_\_\_\_

Date of meeting and/or special community event \_\_\_\_\_

Names: (typed alphabetically)

Sign-in by your name

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---