**CLASS ATTENDANCE RECORD**

 *Course …....…... ......................................... Leader/s … …................................................*

 *Program Team Contact ..............…............................................ Venue …............................................. Year …............ Term ..…...…*

Note to course leaders :

1. For insurance purposes it is important that you fill in the names of all members enrolled in your class at the beginning of the term, and that you make sure all the participants present sign the form each week
2. At the end of each term please send the form to your program team contact, or drop them in the U3ASC Tura Centre.
3. *If you have more than 12 persons in your class, please use page 2 of the attendance sheet*

| **Names** | **Member No.** | ***Please initial the correct date box to confirm your attendance and payment at that session***  |
| --- | --- | --- |
|  |  | *Week no.* | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |
|  |  | *Session dates* |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |

***U3A Sapphire Coast attendance sheet p.2***

 *Course …..................................................................... Leader/s …........................................... .Year …....... Term …......*

| **Names** | **Member No.** | ***Please initial the correct date box to confirm your attendance and payment at that session***  |
| --- | --- | --- |
|  |  | *Week no.* | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  | *Session dates* |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |  |  |  |