**Date/Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Leader in Charge:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:** 🞏 Hall / Hall Grounds 🞏 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Registered Youth Members  | Attended |
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| Non-Members/Visitors/Leaders/Parents | Phone No | Attended |
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Record all Leaders, Helpers, Carers, Parents, Visitors, who attend for more than 15 minutes.

Email or text photo of attendance sheet to Group Leader.

All copies must be destroyed after 28 days.