**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.

If your facility uses QR codes, only members who cannot use a QR code need to be recorded.

Email or text photo of attendance sheet to Group Leader.

All copies must be destroyed after 28 days.