Attendance record

TOO-SMC-01.1.15_v1.0

Congregation:

Program: Group:

Location: Contact Person:

NAME OF PARTICIPANT (P) OR LEADER (L) Note: include all leaders/helpers in attendance	P/L	/ /20_		/ /20_		/ /20_		/ /20_		/ /20_	
		Sign in	Sign out	Sign in	Sign out	Sign in	Sign out	Sign in	Sign out	Sign in	Sign out

NAME OF PARTICIPANT (P) OR LEADER (L) Note: include all leaders/helpers in attendance	P/L	/ /20__		/ /20__		/ /20__		/ /20__		/ /20__	
		Sign in	Sign out	Sign in	Sign out	Sign in	Sign out	Sign in	Sign out	Sign in	Sign out

Document Review History

Version Number	Date	Reason	Aurthor/reviewer	Approved
1.0	22.01.2016	Created to support Safe Ministry with Children policy, Overseeing safe ministry with children and Planning Safe Programs processes	• Safe Ministry (children) administrator • General counsel • Risk & Insurance manager	Associate general secretary
Due	22.01.2017	Review cycle – every year		