Registration & Recognition Attendance Sheets

Directions:

- Printed names **MUST** be legible. If we are unable to read names, it may jeopardize the organizations attendance at an event.
- Attendance sheets must be turned in to the Department of Greek Student Engagement and Development (UC 330) 48 business hours after the completion of the program.
- Students must present a physical copy of the attendance form for the sponsoring campus department (professional staff or staff facilitator) to sign at the end of event.
- All members that were in attendance must be present when the attendance sheet is being signed.
- Only one attendance sheet per program will be accepted for each organization unless all available slots are already filled out, then attach a second attendance sheet.

Registration & Recognition Process

Attendance Sheets must be turned into the Department of Greek Student Engagement and Development (UC 330) 48 business hours after the completion of the program.

Chapter: _____ Date/Location: _____

Name of Program: _____

Name	920#	Name	920#
1)_____		6)_____	
2)_____		7)_____	
3)_____		8)_____	
4)_____		9)_____	
5)_____		10)_____	

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1)_____		6)_____	
2)_____		7)_____	
3)_____		8)_____	
4)_____		9)_____	
5)_____		10)_____	

Print Name	920#	Print Name	920#
11)_____		19)_____	
12)_____		20)_____	
13)_____		21)_____	
14)_____		22)_____	
15)_____		23)_____	
16)_____		24)_____	
17)_____		25)_____	
18)_____		26)_____	

** Please do not sign this form unless students listed on this attendance sheet are present. The Department of Greek Student Engagement and Development may reach out to verify the program and your signature**

Professional Staff Signature: _____

Print Name	920#	Print Name	920#
11)_____		19)_____	
12)_____		20)_____	
13)_____		21)_____	
14)_____		22)_____	
15)_____		23)_____	
16)_____		24)_____	
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