Group Attendance Register

ISE VALLEY u3a learn, laugh, live

An Attendance Register should contain the following –

- A list of members of the group with their current u3a number.
- Name and whether a visitor.
- This list should be given to the Groups Co-ordinator whenever changes occur.
- The meeting register should contain date of meeting; members attending and note if they are non u3a members.
- Subscription if applicable.

GROUP MEETING REGISTER OF ATTENDANCE A=attended V=visitor

u3a No	Name	Date	Date	Date	Date	Date	Date	Date
Money Collected	(if any)	£	£	£	£	£	£	£