

- Secretary types member names on left and makes 12 copies for the year [sheet (A)]
- Members indicate attendance by their signature next to their names.
- After each meeting secretary records individual attendance on Community Attendance Log [sheet(B)]

**(A)**

**COMMUNITY MEETING ATTENDANCE RECORD – Sign in sheet**

**COMMUNITIY NAME** \_\_\_\_\_ **LCC #** \_\_\_\_\_

**Date of meeting and/or special community event** \_\_\_\_\_

**Names: (typed alphabetically)**

**Sign-in by your name**

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