GROUP ATTENDANCE REGISTER – Non-Finance

To the Group Leader:

**To comply with the conditions of the U3A Insurance Policy, it is essential that all those attending a Group Activity are current members of a U3A Group. Check membership cards with new group members including those from other U3A’s and enter these on the register.**

**Please hand in your completed registers at the six monthly meetings.**

**Thank you for all you do.**

GUIDANCE

Where refreshments are provided by a member and money collected for reimbursement this does not have to be recorded.

Investigate reasons for non-attendance after 3 absences.

**The space below is to record names of visitors, with date. Visitors are allowed to attend 2 sessions which can be at different groups, unless acting as a carer for a member.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Name** | **Date** | **Name** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

