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

Group Attendance Register **Forest Town & District U3A**

Group: **Group Leader:**

Venue: **Deputy:** **Period from:** **to:**

	Name & Contact No.	Membership No	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
1														
2														
3														
4														
5														
6														
7														
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10														
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