ATTENDANCE REGISTER

Club Name: _____

Event: _____ **Date**:…./…./……

Nominated Organiser : _____

Location(s): _____

_____

Type of Activity: _____

The standard Club Risk Management Checklist used was:

☐ Club Meeting ☐ Club Drive ☐ Vehicle Display or

☐ attached if a custom, or modified version of a standard checklist, was used

All items on this Event's Checklist have been assessed as OK, signed : _____

TOTAL No ATTENDEES: _____ (for future statistical analysis)

ARCHIVE: This document was reviewed and archived at the Committee Meeting held

Date:…./…./…….. Signed:_____ Name:_____

This record is to be retained by the club, to be available in the event of a future insurance claim

** Voluntary worker roles must be reviewed and confirmed by the event organiser, according to AOMC MembershipPLUS criteria, before being submitted for archiving*

This form is used to record attendance at meetings/events/activities <u>organised by the club</u>

Include all General Meetings, Committee meetings, sub-committee meetings, and other meeting styled events organised by the club for members

Name	Voluntary Worker Role (if any) *
1.	
2.	
3.	
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18.	
19.	
20.	

Please turn over to add more names

ATTENDANCE REGISTER

Club Name: _____

Event: _____ **Date**:…./…./……

Name	Voluntary Worker Role (if any) *
21.	
22.	
23.	
24.	
25.	
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