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**MEETING ATTENDANCE 202…-202…**

**TERM…………………………………………………………………**

**GROUP……….………………………………………………………**

**LEADER………………………………………………………………**

**CONTACT…………………………………………………………**

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| **Members’ Details** | | **Dates (insert across the row below)** | | | | | | | | | | | |
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| Total Number Present |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Guests | |  |  |  |  |  |  |  |  |  |  |  |  |

1. Guests may attend ONE taster meeting per group per year only. There are no charges for guests.
2. Group Attendance sheets must be completed at each meeting and kept for up to two years afterwards by the group leader/secretary, for insurance purposes.
3. Additional Class Attendance and continuation sheets are available online [*https://www.farnhamu3a.org.uk/all-groups/group-admin-forms/*](https://www.farnhamu3a.org.uk/all-groups/group-admin-forms/)