



COURSE NAME: TERM.....20..... WEEKLY ATTENDANCE RECORD

ATTACH THIS WEEKLY ATTENDANCE RECORD to MASTER ATTENDANCE SHEET and FORWARD TO U3A OFFICE AT THE END OF TERM

USE ENVELOPES PROVIDED FOR \$25 TERM FEES
PLEASE WEAR YOUR CURRENT MEMBERSHIP BADGE

Record Class Dates (Day/Month) Below

Tutor	N/A	Member #	Name									
\$25 Term Fee		Record Both Member Number & Name and INITIAL each week		/	/	/	/	/	/	/	/	/
Office Use Only	✓	<u>MEMBER NUMBER</u>	<u>MEMBER NAME</u>									

(Office Use: Attendees (including Tutor) \$..... Date entered in DB: By:)