

## **SIGN IN SHEET**

The responsible party for this activity **MUST** collect a name and contact information for each attendee upon arrival at the activity site. If the attendee refuses to provide this information they may not remain at the site. In addition, valid proof of membership or a signed waiver is still required for all martial activities. This sheet is to be used for contact tracing if necessary. The sheet is to be turned over to the Branch Seneschal, after the activity and kept for 60 days. Then shredded or destroyed on day 61.

DATE OF ACTIVITY \_\_\_\_\_

NAME OF ACTIVITY COORDINATOR \_\_\_\_\_

**LEGAL NAME - PRINT**

**CONTACT INFORMATION - PHONE NUMBER OR EMAIL**

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(Date to be destroyed \_\_\_\_\_)