

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
NUMBER OR EMAIL**

CONTACT INFORMATION - PHONE

1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

(Date to be destroyed _____)