

# Project Meeting Attendance Form

Return forms to your club leader by **August 1**

**20\_\_**

<b>Name of Project</b>	<b>Name of Club</b>
<b>Name of Leader(s)</b> include all leaders & helpers	

<b>Group Project Goals</b>		<b>Date of Meeting</b>									<b>Number of</b>		
<b>Members Name</b>	<b>Phone</b>										<b>Total</b>	<b>Completed Y or N</b>	<b>Comments</b>
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

**Note: Project leaders are asked to hold a minimum of 6 hours of project meetings per year. If your meetings are more than one hour, be sure to note in comments section.**