**IPEET**

**Attendance Sheet for Co-Study Meeting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Leader** |  | **SID** |  | |
| Date | Meeting Topic | Meeting | | Attendance Sign-In  (at least 3 person  each time) |
| Start & End | Duration |
|  |  | \_\_\_\_:\_\_\_\_  │  \_\_\_\_:\_\_\_\_ |  |  |
|  |  | \_\_\_\_:\_\_\_\_  │  \_\_\_\_:\_\_\_\_ |  |  |
|  |  | \_\_\_\_:\_\_\_\_  │  \_\_\_\_:\_\_\_\_ |  |  |
|  |  | \_\_\_\_:\_\_\_\_  │  \_\_\_\_:\_\_\_\_ |  |  |
|  |  | \_\_\_\_:\_\_\_\_  │  \_\_\_\_:\_\_\_\_ |  |  |
|  |  | \_\_\_\_:\_\_\_\_  │  \_\_\_\_:\_\_\_\_ |  |  |
|  |  | \_\_\_\_:\_\_\_\_  │  \_\_\_\_:\_\_\_\_ |  |  |

Note:

1. If the space provided is insufficient you may copy and attach sections of this form.

2. After your final meeting, please submit the attendance sheet attached with 5 photos taken at different meetings to the office. Please note that groups with less than **12 meeting hours** will not be eligible to receive any related incentives.