



THE UNIVERSITY OF THE THIRD AGE CRAWLEY

Group Register.

*TO BE COMPLETED BY THE GROUP LEADER BEFORE THE
MEETINGS COMMENCE*

Name of Group Leader

Address

.....

Telephone

Name of Group

Venue

Post code

Notes of Guidance for keeping Group Registers

1. The Register may be completed by the Group Leader or the Group Secretary and kept up to date.
2. Enter the name of the Group Leader as No. 1 in the list of names.
3. At the **first meeting** in each year, enter a **tick** to show that the **current membership card** has been seen.
4. At the beginning of each meeting, enter the date at the head of the column.
5. Mark all attendance with a diagonal stroke at the start of the meeting, and all absences with a circle at the end of the meeting.
6. At the end of the meeting, the total number of members present must be entered at the foot of the column.
7. All entries should be made with a **black ink or ball-point pen**.
8. The register should be returned promptly at the end of the meetings for the year or when requested.

NAME OF GROUP				
NAME OF GROUP LEADER				
NAME OF GROUP SECRETARY (if applicable)				
Please ask to see member's current card ↓				
No	Surname	First name	Tel. No	Members Card
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Date																				
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1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				

<p>IMPORTANT NOTICE.</p> <p>Please send this register to the Hon. Treasurer when your meetings have ended or by the end of July, which is the end of the membership year.</p> <p><u>Your co-operation will be much appreciated</u></p>

No. of Members Present																				
Tutor's Signature																				

