



Office of Student Life  
Downtown Campus Room 130  
Phone: 804.523.5082  
Fax: 804.523.6264  
Parham Road Campus  
Trailer R24 1A  
Phone: 804.523.5983  
Fax: 804.523.5112

**EVENT & MEETING ATTENDANCE SHEET**

Please submit a copy of this form to the Office of Student Life after every event and meeting.

**Name of Student Club:** \_\_\_\_\_

**Date:** \_\_\_\_\_

NAME	Student, Faculty/Staff, or Guest?	Student ID #	EMAIL ADDRESS (if necessary)
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