



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  
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**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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