U3A Wallan and District **Class Enrolment and Attendance Record - 2017**

Class: _____ Location: _____ Leader: _____ Presenter: _____

Name	Telephone	Attendance Dates																				
Time Spent on Prep (hrs)																						
Class Hours																						
Total																						
Location																						

Please see over page for Leader's information and Sexual Harassment reporting procedures.

If you pay room hire directly to e.g. Community Centre, please use the right hand columns to record the date and amount