Volunteer Project Attendance Record

Group: _____

Project Date: _____

Project Location: _____

Project Manager: _____

Tasks Planned: _____

Name	Address	Phone	Volunteer Registration Form Completed	Start Time	Finish Time

To be completed by the Project Manager:

- ☐ Risk Assessment and Worksite Safety Check completed
- ☐ Risk assessment communicated with all volunteers
- ☐ Volunteer Registrations Forms completed
- ☐ Volunteer Induction completed
- ☐ Incident Report Forms on site

Signature: _____ **Date:** ____ / ____ / ____