This form is designed to track participation in Extension-sponsored events approved through the program approval process. This form is required for all in-person Extension programs that reach youth audiences and for all volunteer-led programs, whether for youth or adults.

To use the form, use the second page to enter all registered participants, volunteers, and other guests such as speakers or guardians for the activity/meeting.  Please use the check box to indicate which registrants attended.  Use the additional lines to note any unregistered people in attendance.  Once the activity/meeting is completed, both pages of the form must be submitted to the county/tribal extension office within 5 business days. This can be accomplished by emailing a picture or scan of the form to the Program Educator.  Program Educators will review and file form.

***If this is a recurring activity/meeting a new form will be needed after each activity/meeting.***

|  |  |
| --- | --- |
| Program Educator/Lead Volunteer Name: | Contact Info (email, phone): |
| Program Location (venue, city, county): |
| Program Date and Time: |
| If there were any deviations from the program plan that was previously submitted and approved for the event, please describe them below (***Note: if there was a major issue in meeting these outcomes, please notify the Program Educator/AED right away)***:  |

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| **Registrant Name (First & Last)** | **Phone Number** | **Email Address** | **Check In** |
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