

# Maryland 4-H Activity Attendance Record

Example of a Properly  
Completed Attendance Record

**Instructions:** As each participant arrives, inspect their completed Health Pledge. If the health pledge is acceptable, collect it and record arrival information on this attendance record. For youth participants, record the name of a parent/guardian and a phone number where they can be reached during the 4-H Activity. For adult participants, record the name and phone number of an individual you should contact in event of illness or emergency during the 4-H Activity. For all participants, mark the Health Pledge column to document the pledge was verified in collected and record the arrival time. When the participant leaves the 4-H Activity, record the time of departure. The completed attendance record must be uploaded with the post-activity report within 48 hours of the activity's completion, and the original document must be turned in to the local 4-H program office with the collected health pledges.

**Activity Name** Lucky Clovers 4-H Club Meeting

**Activity Date** 9/4/2020

**Activity Leaders** Ellen Griswold & Clem Fandango

**Activity Location** Cloverville City Park

Participant Name	Contact Name	Contact Phone #	Health Pledge	Arrival Time	Departure Time
Ellen Griswold	Clark Griswold	(444)-444-7777	✓	6:10 PM	8:45 PM
Clem Fandango	Lucy Fandango	(444)-444-9515	✓	6:15 PM	8:45 PM
Audrey Griswold	Ellen Griswold	(444)-444-7777	✓	6:15 PM	8:45 PM
Ruby-Sue Griswold	Ellen Griswold	(444)-444-7777	✓	6:15 PM	8:45 PM
Ferris Bueller	Maggie Bueller	(707)-225-9943	✓	6:55 PM	8:15 PM
Jeannie Bueller	Maggie Bueller	(707)-225-9943	✓	6:55 PM	8:15 PM
Sloane Peterson	Stewart Peterson	(988)-654-1122	✓	6:48 PM	8:15 PM
Cameron Fry	Reginald Fry	(444)-444-4567	✓	6:50 PM	8:25 PM
Danny Noonan	Michael Noonan	(630)-100-9425	✓	6:45 PM	7:45 PM
Chrissy Clover	Linda Clover	(444)-444-2268	✓	6:59 PM	8:05 PM

Remember to record Leaders' attendance

Youth participant's parent or guardian

Adult participant's contact person

Check that Health Pledge was collected

Use additional copies of this form as necessary to record all Participants