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| **FIRST NAME** | **LAST NAME** | **ARRIVAL TIME** | **LEAVE TIME** | **CONTACT TEL** |
| *Joe* | *Bloggs* | *2pm* | *3:30pm* | *01234 556789* |
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**Clubs & Societies Activity Track & Trace Record**

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| --- | --- |
| **Activity/ Event Name or Description** |  |
| **Activity/ Event Date** |  |
| **Date for Records to be Destroyed** **(21 days after date of event)** |  |
| **Responsible Committee Member Name & Position** |  |