|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FIRST NAME** | **LAST NAME** | **ARRIVAL TIME** | **LEAVE TIME** | **CONTACT TEL** |
| *Joe* | *Bloggs* | *2pm* | *3:30pm* | *01234 556789* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Clubs & Societies Activity Track & Trace Record**

|  |  |
| --- | --- |
| **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** |  |