



**District 1280
Monthly Club Attendance Record Form**

Rotary Club of
Month/Year.....

Honorary Members are not included anywhere on this form

	(A) Total Active Membership	(B) Members Excused Attendance	(C) (A) – (B)	(D) Members Present <i>Excluding those in (B)</i>	(E) Make Up Attendances	(F) Weekly Attendance %
Week 1						
Week 2						
Week 3						
Week 4						
Week 5						
						Months Attendance %
TOTALS						

EXPLANATORY NOTES:

- (A) Membership excluding Honorary Members
- (B) Members excused attendance but not including members on Leave of Absence.
(See separate sheet)
- (C) (A-B)
- (D) Active Members present, less those specific members with 'Excused Attendance'
- (E) Those members not present, but who have made up their attendance elsewhere.
(See separate sheet)
- (F) Weekly attendance is calculated as (D+E)x100 / divided by C
Monthly attendance is TOTALS calculated as above

Please complete and return no later than TWELTH day of the following month

The information on this sheet can be submitted to District Attendance Officer through the District Web Site by entering details on the form at: www.rotary1280.org/admin/form_attendance.htm

Or you can send it by post to:
Gerald Higham, 71 Cherry Tree Way, Helmshore, Rossendale. BB4 4JZ

Details of New members can be submitted to the District Governor, Editor etc on line at:
www.rotary1280.org/admin/form_new_members.htm