Event sign-in sheet

EXAMPLE

Sign in when you arrive and sign out when you leave. Officers fill in Hours after the event.

Environmental Club — CLUB

Beach cleanup at the pier — EVENT

Sat, Sep 19, 2026 — DATE

Pier parking lot, north end — LOCATION

Dani Ortiz (VP) — OFFICER IN CHARGE

#	Name	Email	Grade or year	Time in	Time out	Hours	Initials
1	*Priya Natarajan*	*priya.n@example.org*	*11*	*8:25*	*11:15*	*2.83*	*PN*
2	*Marcus Webb*	*mwebb@example.org*	*10*	*8:30*	*11:00*	*2.50*	*MW*
3	*Hannah Kim*	*hkim@example.org*	*12*	*8:30*	*11:00*	*2.50*	*HK*
4	*Tomas Herrera*	*therrera@example.org*	*12*	*8:35*	*11:15*	*2.67*	*TH*
5	*Grace Liu*	*grace.liu@example.org*	*10*	*8:40*	*10:30*	*1.83*	*GL*
6	*Owen Fitzgerald*	*owen.fitz@example.org*	*11*	*8:40*	*11:00*	*2.33*	*OF*
7	*Aaliyah Brooks*	*abrooks@example.org*	*9*	*8:45*	*11:00*	*2.25*	*AB*
8	*Jordan Ellis*	*jellis@example.org*	*11*	*8:45*			*JE*
9	*Sofia Mendes*	*smendes@example.org*	*9*	*8:50*	*11:00*	*2.17*	*SM*
10	*Caleb Nguyen*	*caleb.ng@example.org*	*12*	*9:00*	*11:00*	*2.00*	*CN*
11	*Imani Carter*	*icarter@example.org*	*10*	*9:20*	*11:00*	*1.67*	*IC*
12	*Ethan Park*	*epark@example.org*	*11*	*9:30*	*10:45*	*1.25*	*EP*
13	*Lucia Romero*	*lromero@example.org*	*9*	*9:35*	*11:00*	*1.42*	*LR*

1 of 1 — PAGE

13 — PEOPLE SIGNED IN

25.42 — TOTAL HOURS

Dani Ortiz — ENTERED INTO RECORDS BY

9/20/26 — ON (DATE)

Row 8 forgot to sign out, so Hours stays blank until an officer confirms when Jordan left.

Event sign-in sheet

Sign in when you arrive and sign out when you leave. Officers fill in Hours after the event.

CLUB _____ EVENT _____

DATE _____ LOCATION _____ OFFICER IN CHARGE _____

#	Name	Email	Grade or year	Time in	Time out	Hours	Initials
1							
2							
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PAGE _____ PEOPLE SIGNED IN _____ TOTAL HOURS _____ ENTERED INTO RECORDS BY _____ ON (DATE) _____