

DAILY ATTENDANCE FORM

Volunteer Activity

Committee Name:		
Date:	Site Name:	
Site Supervisor:		On-site First Aid Officer:
Today's Activity:		
		Worksite Assessment and Toolbox form): pervisor, first aid kit & officer, Safe Work Method Statements:

Name	Registered Council Volunteer Yes/No?	Contact Details (only required if NOT a Registered Council Volunteer)	Emergency Contact	Start Time	Finish Time	Signature

Name	Registered Council Volunteer Yes/No?	Contact Details (only required if NOT a Registered Council Volunteer)	Emergency Contact	Start Time	Finish Time	Signature

Why sign??

When a volunteer is carrying out unpaid work at a Council facility such as a hall or park, they must sign this Daily Attendance Form.

Signing assists with insurance cover if a volunteer is injured whilst carrying out approved activities, and it also helps committees keep track of volunteer hours contributed.

This form must be available on-site and signed by all volunteers before they leave.