

## **DAILY ATTENDANCE FORM** – Volunteer Activity

Committee Name:			
Site Name:		Today's Activity:	
Date:	Site Supervisor:	On-site First Aid Officer:	
	ers Raised (from Specific Worksite Assetools, pedestrian access, site supervisor, first aid kit		

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.