



## Staff Participation Sign-In Sheet

**Directions for Coordinators:**

1. Use this form to document participation in all group GEAR UP SWV student activities. Use this form to enter participation in the Performance Insights database. The form must be accurate and legible.
2. Complete for ALL GEAR UP SWV activities, staff are required to sign in.
3. Keep this form on file. Submit a digital copy (scanned) along with the reimbursement request form.

**Name of Activity:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Time of Activity:** \_\_\_\_\_ **to** \_\_\_\_\_ **Supervised by:** \_\_\_\_\_

	Staff Member Name (Please Print)	Title	School/Organization	Signature
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**GEAR UP SWV Local Coordinator Signature**

**Date**

\*\*Attach additional sheets if needed