An Attendance Register should contain the following -

- A list of members of the group with their current U3A number.
- Name and whether a visitor.
- This list should be given to the Groups Co-ordinator whenever changes occur.
- The meeting register should contain date of meeting; members attending and note if non U3A member(s).
- Subscription if applicable.

## GROUP MEETING REGISTER OF ATTENDANCE A = attended V = visitor

U3A	Name	Date						
No.	A / V							
Money collected	(if any)	£	£	£	£	£	£	£