SMILEY PRO EVENTS---ATTENDANCE DOCUMENTATION FORM

Follow these steps to request credit for an official Pro Event (in-person or virtual) when no sign-in sheet or attendance-taking procedure is available.

All steps must be completed by **Friday, Oct. 23** for credit in first half of Fall 2020
**OR**
**Friday, Dec. 11** for second half of Fall 2020.

BEFORE EVENT:
- If attending an in-person event: print this form.
- If attending a virtual (Zoom) event: download a copy of this form.

AT EVENT:
- If attending an in-person event: enter event details and obtain signature of event organizer or speaker. Scan or take a photo of the signed form.
- If attending a virtual (Zoom) event: ask for email address of event organizer or speaker, then send them a copy of this form with event details entered. Ask the organizer or speaker to email you a scan or photo of the form after they complete and sign the form.

AFTER EVENT:
- Scan this QR code or go to [https://rb.gy/imw1r1](https://rb.gy/imw1r1)
- Enter event details, answer short survey questions and upload scan or photo of this form, including signature of event organizer or speaker.

Student name: ___________________________ ID number: ___________________________

Name of event: ___________________________

Date of event: _____/_____/_______ Location of event: ___________________________

Print name and title of event organizer or speaker: _______________________________________

Contact info (phone or e-mail) for event organizer or speaker: ___________________________

*I hereby confirm the attendance of the above student at the above event.*

________________________________________
Event Organizer or Speaker Signature