



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 Fri. Mar. 18 for credit in first half of Spring 2022
OR
Fri. May 13 for credit in second half of Spring 2022.*

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>



- 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 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