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