MEETING ATTENDANCE SHEET Month_____ Name_____

Date/Time	Meeting/Location (in-person/zoom)	Code Word/Topic	Chair/Signature
Please list Caduceus meetings below			

Participant Signature _____

*Meeting sheets must state all of the following: Date/time, Meeting location, Code word if applicable and Topic. Forms must be signed by chair. Blanks left in the Code Word/Topic or Chair/Signature area will invalidate that meeting. Meeting count must be accurate regardless of holidays or vactions. At least half of your meetings **must** be inperson meetings. Meetings sheets are to be faxed, mailed, dropped at AMF office, or sent as an attachment via email. **No photos** sent in the body of the email will be counted. ALL meeting sheets are due on or before **the 5th of each month.** Any forms without legible first and last names will not be counted.