

Center Committee/PC Sign-In Sheet

(Hot Sheet)

CF/P-6 Revised 11/03

(mandatory)

This form is used to record attendance for all center committee or subcommittee meetings, for delegate policy committee or subcommittee meetings, for parent education meetings, and for parent orientation meetings. (Delegate Directors use the completed form to document in-kind services.) Parents do not need to sign in-kind sheet.

1. Enter date, center name, location and length of meeting (e.g., 7:30-9:00 or 30 minutes).
2. Have each participant sign in.
3. Attach to Parent Social Minutes (CF/P-5, CF/P-5.1, Revised 1/02) or DPC Meeting Minutes (CF/P-12, Revised 1/02) and submit white copy to Delegate within one week after the meeting.