Write legibly your full name, school, and subject(s) & grade(s) taught, or position held.

**Activity:**   **Date:**

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| **Name** | **School** | **Subject(s) & Grade(s)/Position** |
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**Attach additional sheets if necessary.**

**Funding Source:** [ ]  **GEAR UP** [ ]  **Other**

**LEA:**   **School:**

**Activity:**   **Provider:**

**Date:**   **Start Time:**   **End Time:**   **# of Hours:**

**Description of Activity:**

 **Total Participants:**

 **Site Coordinator Initials:** **SCRIBE Entry Date:**

 **Program Coordinator Program Coordinator**

 **Initials:**   **Review Date:**