

# ACTIVITY SIGN-IN SHEET

County: \_\_\_\_\_ School: \_\_\_\_\_ Site coordinator: \_\_\_\_\_

Title of event/activity: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_  
*Limit one activity per sign-in sheet*

Date: \_\_\_\_\_ How much time did **each participant** spend engaged in the activity? \_\_\_\_\_ hours and \_\_\_\_\_ minutes

**Activity category:**  tutoring *subject area:* \_\_\_\_\_  rigorous academic curricula  comprehensive mentoring  financial aid counseling  career exposure (*job site visit/job shadowing*)  
 college exposure (*college visit/college student shadowing*)  summer programs  educational field trips  workshops  family/cultural events  counseling/advising/academic planning/career counseling

**Delivery type:**  in-person  email  phone  text  web-conferencing live  web-conferencing recorded  
*Note: Please only include phone calls, texts and emails for which you had a two-way communication with the student/parent (for example a response to your email or a response to your text message).*

**WRITE NAME, GRADE AND WVEIS (LUNCH) #** *Only West Virginia GEAR UP **students** need to sign in. Students should indicate how many parents/guardians are attending with them.*

Student name	Grade	WVEIS (lunch) #	# Parents/legal guardians <i>with you</i>		
Ex. Sarah Ann Doe	12th	901111234	<input type="radio"/> 0	<input checked="" type="radio"/> 1	<input type="radio"/> 2 or more
1. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
2. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
3. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
4. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
5. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
6. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
7. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
8. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
9. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
10. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
11. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
12. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
13. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
14. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
15. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
16. _____	_____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more

SCRIBE data entry person: \_\_\_\_\_ SCRIBE data entry date: \_\_\_\_\_ Validated by initials: \_\_\_\_\_ Validated by date: \_\_\_\_\_

