

Workday Management Sheet

Corporate / Chapter Name: _____

When holding a workday it is necessary to have all volunteers and members sign in upon arrival. Doing this ensures that volunteers (non-members) and members are covered under **TUC's liability insurance** and provides the chapter with **permission to use workday photos in publications and presentations**. In addition, these forms will aid TUC in our understanding of the value and volume of work and provide a record for comparison with monitoring results. These sign in sheets will be used to create promotional material for the chapter. The chapter can also use these signup sheets as a contact list for future workdays and/or potential members.

Instructions

1. fill out this form and as many copies of the following workday sign-up sheet
2. on the day of the event please fill out this sheet and ensure that volunteers and members fill in their contact details clearly
3. after the event, mail all sheets to your local office: **Trout Unlimited Canada, 1-27 Woodlawn Rd W, Guelph, ON N1H 1G8 (or send via email to ontario@tucanada.org), or Trout Unlimited Canada, 180, 4000 Glenmore Court SE, Calgary, AB, T2C 5R8 (or send via email to lpeterson@tucanada.org)**

Date:	Start Time:	End Time:
Project:		# Hours Spent in Planning:
Location:	Achievement: <i>e.g. # trees planted, # metres of bank stabilization</i>	
Contact Person (please include e-mail address and phone number):		

Funding/In-kind Support (please fill in values - \$ or # of hours)

Organization					
In-kind (materials)					
In-kind (staff)					
Funding					

