**Rotary Year 2020-2021**

**Monthly Attendance Report**

**Month of** Choose MONTH

## **ROTARY CLUB OF \_\_\_\_\_\_\_\_\_**

## **RI District 3780 Philippines**

## **A T T E N D A N C E R E P O R T**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1****Meeting****Dates** | **2****Total****Membership** | **3****Exempt****Attendance** | **4****Effective Membership**(Total - Exempt) | **5****Members Present**& with make-up |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL** |  |  | **A=** | **B=** |

**Notes:**

In column 2: Enter the current number of members, excluding Honorary Members.

In column 3: Enter the number of members who are exempted from complying with the attendance rule (Paragraph (b), Section 2 of Article VIII of the Club Constitution)

In column 4: Calculate the result of the sum in column 2, minus the number in column 3.

In column 5: Include all members present, on Rotary Business of the Club and with make-up attendance, except those in column 3 (Exempt Attendance).

**CALCULATION OF MONTHLY ATTENDANCE PERCENTAGE:**

Taking the total figures marked “A” and “B” above, multiply B (Total of column 5) by 100 and divide by A (Total of column 4):

|  |  |
| --- | --- |
| **Percentage Attendance for the Month =** | **%** |

Reported/Submitted by:

|  |  |
| --- | --- |
| **Name:** |  |
| **Date:** |  |
| **Position:** |  |
| **Signature:** |  |

**Save File as:**

**\*CLUB NAME\* – \*MONTH\* FORM A.doc**

**e.g.** ACROPOLIS – JULY FORM A.doc