

CLEO attendance worksheet

CLEO

2026-10-09

Chapter: [name]

Visit date / venue: [date and venue]

Attendance recorded by: [chapter leader]

Actual volunteer attendance

Use the name that matches the chapter roster. Record actual time, excluding breaks that do not count as service.

Volunteer name	Arrived	Left	Break time	Service duration

Combined volunteer hours: [total]

Visit summary

Senior participants at this visit: [headcount]

Topics covered / follow-up for next visit: [brief non-sensitive notes]

The per-visit headcount is not the term's count of different seniors: returning participants attend more than once. Keep any information needed to distinguish participants according to your chapter's agreed privacy practices, separately from a public handout.

After checking the record, log the completed visit in CLEO. The current session form divides total hours equally among selected attendees. If durations differ, preserve this accurate record and ask for help before assigning credit. This worksheet does not itself award hours.

Keep completed attendance private. Do not include passwords, guardian details, medical information, or signing links. [Session instructions](#).