



Host: _____ **Field Trip Leader:** _____
[Enter CCFMS or the name of the CCFMS-affiliated club] [Enter full name of field trip leader]

Location: _____ **Date:** _____
[Enter location of the field trip] [Enter Month/Day/Year]

Instructions for field trip leaders

The host organization (the CCFMS or the name of the CCFMS-affiliated club), the name of the field trip leader, the location of the field trip, and the date (spell out the month to avoid confusion) must be recorded at the top of each Attendance/SISO sheet used. This information must be the same as recorded on the liability waiver.

Every person on a field trip sponsored by the CCFMS or by a CCFMS-affiliated club must be recorded on the Attendance/SISO sheet to acknowledge their attendance at, and participation in, the aforesaid field trip.

For each participant, the following information must be recorded:

- 1) First and last name (print please).
- 2) Optional signature if required by the hosting organization (note: an adult, guardian, or supervising adult must sign for minor children).
- 3) Age of any minor children (under 18 years of age) on the field trip.
- 4) Cell number so a missing participant can be contacted.
- 5) The make and license plate number of the vehicle occupied by each participant, so any missing participants can be identified if a vehicle becomes separated from the group during travel, or remains in the parking area at the end of the day.
- 6) An indication as to whether the participant is a paid member of a CCFMS-affiliated club or is a club-approved/sanctioned guest.
- 7) The club affiliation of each paid member or approved/sanctioned guest.
- 8) The time the participant entered (Time In) and left (Time Out) the collecting site. This information is necessary to track who has arrived and who has left, and to establish when a participant was actually on site in case of future liability insurance claims.

This Attendance/SISO sheet may be modified by the organization hosting the field trip. However, for the purposes of any future liability insurance claims, the following information is considered mandatory because it is required by the insurance company – first and last name, age of minor children, indication as to whether the participant is a paid member or guest, name of affiliated club, and time in and time out. **Signatures are not required by the insurer.**

Attendance/SISO sheets are club records and must be kept confidential.

Thank you for your co-operation.

CCFMS Field Trip Kit – Appendix B – Field Trip Attendance / SISO (sign-in/sign-out) sheet

English version – dated April 2024 **CONFIDENTIAL**



Host: _____
[Enter CCFMS or the name of the CCFMS-affiliated club]

Field Trip Leader: _____
[Enter full name of field trip leader]

Location: _____
[Enter location of the field trip]

Date: _____
[Enter Month/Day/Year]

| First & last name (please print) and signature (optional) | Age if a minor child | Cell # | Make of vehicle and Licence plate # (for both drivers and passengers) | Paid member or guest? | Affiliated club | Time In | Time Out |
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CCFMS Field Trip Kit – Appendix B – Field Trip Attendance / SISO (sign-in/sign-out) sheet

English version – dated April 2024 **CONFIDENTIAL**



Host: _____
 [Enter CCFMS or the name of the CCFMS-affiliated club]

Field Trip Leader: _____
 [Enter full name of field trip leader]

Location: _____
 [Enter location of the field trip]

Date: _____
 [Enter Month/Day/Year]

| First & last name (please print) and signature (optional) | Age if a minor child | Cell # | Make of vehicle and Licence plate # (for both drivers and passengers) | Paid member or guest? | Affiliated club | Time In | Time Out |
|---|----------------------|--------|---|-----------------------|-----------------|---------|----------|
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