**Directions:**

1. Use this form to document participation in all GEAR UP advisory committee meetings. Use this form to enter participation in the WSAC Portal Database under the Professional Development tab. The form must be accurate and legible.
2. Include all names, signature, organization they are representing, and an email or phone number.
3. The log must match the Expenditure Detail Form for attendance when food is provided. Remember that light refreshments can be provided only if it is in your budget (cookies and juice, for example). Full meals are not allowed.
4. Keep this form and the accompanying meeting minutes on file. Do not submit to WSAC unless requested.

**Name of Activity: Advisory Board Committee Meeting Date of Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time of Activity: \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_ Facilitated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **(PRINT) Name** | **Initials/Signature** | **Representing** | **Contact Info** |
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