

FOR PROFESSIONAL DEVELOPMENT HOURS PLEASE COMPLETE TIME IN & TIME OUT
SUFFOLK COUNTY LIBRARY ASSOCIATION

ATTENDANCE SHEET

MEETING _____ DATE _____

LOCATION _____ DIVISION SPONSOR _____

Name (SIGNATURE)	Name (PRINT)	Library	Email
Time In:		Time Out	
Time In:		Time Out	
Time In:		Time Out	
Time In:		Time Out	

This is an **all-day** webinar/conference. By providing us with your time in and time out we can ensure that you receive all the Professional Development Hours you are entitled to. **Failure to fill time in and time out will result in a credit of 1 hour.** Thank you.

ATTENTION NEW ATTENDEES: Please contact Teri Hatred at 286-1600 x1314 or e-mail sclshr@suffolknet.org to set yourself up in the SCLA professional development database. Full name and social security number will be required at that time.