



# Program Attendance Record for Potential Contact Tracing

The following information must be collected from **ALL INDIVIDUALS**, including staff, adults, youth, and community members in attendance at an in-person MSU Extension/4-H sponsored event, program, or meeting during the COVID-19 pandemic for the purpose of potential contact tracing. This form must be submitted to \_\_\_\_\_ within three days of program completion and maintained for contact tracing. For multi-date events, a separate form must be completed for each day.

**Program Date and Times:** \_\_\_\_\_ **Program Location/Address:** \_\_\_\_\_

Name	Phone Number	Arrival Time	Departure Time	Group Name

MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.





**MICHIGAN STATE**  
**UNIVERSITY** | Extension



**MICHIGAN STATE**  
**UNIVERSITY** | Extension



**MICHIGAN STATE**  
**UNIVERSITY** | Extension



**MICHIGAN STATE**  
**UNIVERSITY** | Extension