



COMMITTEE MEETING ATTENDANCE CHECKLIST

Committee Name: _____

Committee Chairperson's Name: _____

Meeting Date: _____

Start Time: _____ Adjournment Time: _____

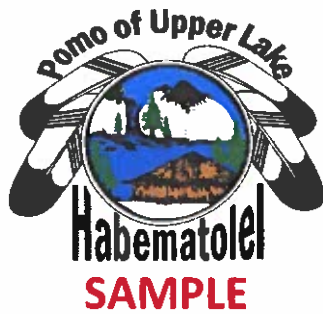
Purpose of Meeting: _____

Participant's Name	% of Participation	In Person	RT Mileage	Called In	Deliverables	Approved/ Completed	Mtg. Stipend Amount \$

Committee Chair Signature: _____

_____ Date

**NOTICE Effective 4/1/2016 all compensation received as a result of participation with HPUL Committees will be considered payment for services and will therefore be reported to each person on a 1099-MISC at the end of the year.*



COMMITTEE MEETING ATTENDANCE CHECKLIST

Committee Name: Example Committee

Committee Chairperson's Name: Mr. Chair

Meeting Date: Today's Date

Start Time: 5:00p.m. Adjournment Time: 7:00p.m.

Purpose of Meeting: To discuss matters of concern, decide on course of action, and/or to finalize recommendation for submission to the Executive Council.

Participant's Name	% of Participation	In Person	RT Mileage	Called In	Deliverables	Approved/ Completed	Mtg. Stipend Amount \$
Chair	100%	X			Chaired Meeting	X	\$100
Secretary	100%			X	Minutes (See Attached)	X	\$100
Member	100%			X	Draft letter to GM (See Attached)	X	\$100
Member	100%	X					\$50
Member	100%	X			Draft Survey		\$50
Member	100%	X			Volunteered to file (2hrs)		\$50
Member	100%			X	Finalized policy edits (See Attached)	X	\$100
Member	100%			X	Volunteered research resolution for specific action (4hrs)		\$25

SAMPLE

Committee Chair Signature: Mr./Mrs. Chair

Today's Date
Date

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Approved: 3/13/15
Revised: 7/1/15