

**Greenwich Students’ Union Attendance list for all trips completed by Sports clubs and Societies.**

(Abroad, Domestic, GSU organised & Externally organised.)

**All attendance lists must be completed and saved alongside a completed Risk Assessment for the associated trip.**

**Trip Details**

Student Group:

Date/Time:

Location:

Description:

Trip Coordinator (If External):

Emergency Contact:

**Attendance List:**

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| --- | --- | --- | --- |
| **Name** | **Student ID** | **Phone Number** | **Emergency Contact**  **(If abroad/overnight)** |
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