



Workday Sign-in Sheet

Workday Name: _____

Leader: _____

Date: _____

VMS Project: _____

| | Name | E-mail | Time In | Time Out |
|-----|------|--------|---------|----------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
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| 14. | | | | |
| 15. | | | | |
| 16. | | | | |

After the workday, turn the completed sheet in to the Extension office.