

WEEKLY MEETING LOG

For the week of: (Saturday) _____ through (Friday) _____.
(mo./day/year) (mo./day/year)

	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st Meeting							
2nd Meeting							
3rd Meeting							

1. Please write in the dates of the beginning and ending days of the week (Saturday to Friday).
2. Please ask the meeting secretary to initial or stamp on the day you attend.
3. Number of meetings per week contractually agreed upon: _____.
4. I am in compliance with my contract (circle Yes or No): YES NO

FIRST NAME: _____

Transmit this form by facsimile every Friday, by 5:00 pm to 808-593-8999.

OR email form as a pdf attachment to kori@hawaiiiphs.org

If you have any questions or need assistance, please call 808-593-7444.