

# TRAINING ATTENDANCE REPORT

Page    of

## SAM HOUSTON AREA COUNCIL

*For use by district and council trainers upon course completion.  
Completed reports may be emailed to **TrainingReports@shac.org** and your district professionals.*

**Training Course:**

**Course Code:**

**Date:**

**Submitted by:**

**District:**

**Location:**

**Position:**

**Phone:**

**Email:**

	NAME	District	Registered Position	Unit Type & Number	HOME ADDRESS	Phone Number	Email
	as listed on BSA registration				or		
	(please print)				MEMBER ID (preferred)		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							

Total attendance:  
 Number of participants:  
 Number of trainers:  
 Total completing course:

Date received \_\_\_\_\_  
 Posted to unit  
 Inventory \_\_\_\_\_  
 Posted to district  
 Summary \_\_\_\_\_

\* Training already entered  
 ✓ Training entered – all OK  
 ?? Registered in another unit – training entered  
 X Not currently registered – training entered  
 O Not registered  
 !! Registered in another position – training entered

List of Trainers: