LCAN EVENT SIGN-IN

(Non-travel events)

Directions:

1. Use this form to document participation in all LCAN events.
2. If food is provided at the event, itemized receipt(s) or invoice(s) will be required, along with an agenda of the event in order to receive reimbursement.
3. The form must be accurate and legible. Submit to Iowa College Aid staff when requested.

Name of Activity: _____Date of Activity: _____

Time of Activity: _____ to _____

Meal/Refreshments Provided (circle one)**:** **Yes** **No**

Member Name	**Member Name**

LCAN Contact Signature: _____

(Attach additional sheets as needed.)