

# Completing Adult Demographic Data Cards and Sign-In Sheets

## Instructions

- 1) At the beginning of a new series or workshop (Single Session) have all participants complete a demographic form at the first lesson as well as sign-in using a sign-in worksheet with the lesson dates listed and marking off the participants in attendance.
- 2) If this is a single session workshop, ensure that the number of demographic cards completed is the same as the number of participants on the sign in sheet.
  - a. *If five participants sign in on the sign-in sheet there should be at least five demographic forms collected for the workshop*
    - i. *This would include demographic cards the educator may have made a visual estimate on for participants who declined to complete part or all of the form.*
- 3) If this is a series class (2-4, 5-9, 10+ series) have participants sign in on the sign-in sheet after the first lesson, any **new participants** identified on the sign-in sheet would need to complete a demographic card.

### Example of Sign-In Sheet

Participant Name  [Please print] First name, Last Initial	Enter Date(s) of lessons below:			
	10/2/2017 <i>Lesson 1</i>	10/9/2017 <i>Lesson 2</i>	10/16/2017 <i>Lesson 3</i>	10/23/2017 <i>Lesson 4</i>
Sam S.	X	X	X	X
Sally M.	X	X	X	X
Bob J.	X	X	X	X
Jim E.	X	X	X	X
Betty B.	X	X	X	X
Terry G.		X	X	X
Bill G.		X	X	X

*for lesson one the educator should have collected 5 demographic cards from the first five participants, at lesson 2 the additional 2 participants should be asked to complete a demographic card.*

- 4) When the series is completed, the educator would enter in 7 participants with the demographic information for the PSSC series into the PEARS System



Site Name \_\_\_\_\_ Address \_\_\_\_\_

UCCE Educator(s) \_\_\_\_\_

**Curriculum**

Primary \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

	Participant Name <small>[Please print] First name, Last Initial</small>	Enter Date(s) of lessons below:								Total Sessions in this series _____	
		Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Lesson 6	Lesson 7	Lesson 8	Lesson 9	Lesson 10
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

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