CFW WEEKLY ATTENDANCE SHEET TEMPLATE

Number of weekly attendance sheet \_\_\_\_\_\_\_\_\_

Name of implementing agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project name and number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Days** | | | | | | |  |  |
| **Serial no.** | **Worker’s ID** | **Name of worker** | **Male/**  **Female** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **Total number of days** | **Worker’s signature** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Prepared by** | |  | **Approved by** | |
| Signature |  | Signature |  |
| Name |  | Name |  |
| Title |  | Title |  |
| Date |  | Date |  |

Source: Public works as a safety net: Design, evidence, and implementation (2012) The World Bank