

4. Visitor Name	5. Call Sign	6. Check-in/Out Time		7. Assignment	8. Contact Information (Phone # and E-mail)
		In	Out		
				Visitor	

Form Completion Instructions

The check-in list is to be completed every time the group meets as a unit. Completed check-in logs are to be filed in the master logbook in the Radio Room.

	BLOCK	BLOCK TITLE	INSTRUCTIONS
Incident Commander or Designee	1.	Incident name (Number)	Enter the name or and/or number assigned to the incident. (i.e. Field Day, City/County Drill, Monthly Meeting etc)
Incident Commander or Designee	2.	Operational Period	Enter the date and time that the incident will encompass
Incident Commander or Designee	3.	Check-in location	Check the appropriate block. Record the actual location of "Field Operation" or "Other" location
Participant	4.	Name	Enter full name
Participant	5.	Call Sign	Enter Call sign
Participant	6.	Check-in/out Time	Enter time in 24 hour format. (Check-out time may be entered by a designee if the participant is relieved while in the field)
Incident Commander or Designee	7.	Assignment	Enter participants assignment (may be pre-recorded)
Participant or designee	8.	Contact Information	Enter "Net" or other radio frequency if different than net control frequency. Enter cell phone number if appropriate.
Incident Commander or Designee	9.	Prepared by	Name of person originating the log sheet
Incident Commander or Designee	10.	Date/Time	Enter the date and time the log sheet was prepared
Incident Commander or Designee	11.	Filed by	Enter the name and position of person who filed the completed log
Incident Commander or Designee	12.	Date/Time filed	Enter the date and time that the completed log was filed