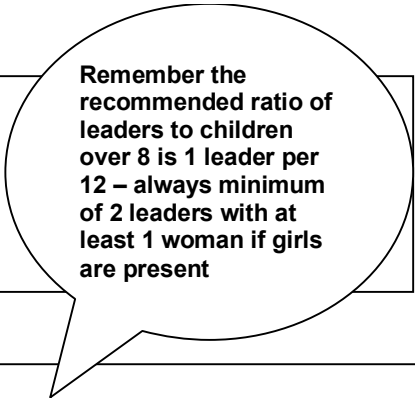


**Example of a Session Record**

EVENT:  
Date:  
Time

Leaders Present:



Visitors:

YOUNG PEOPLE (Male/Female/Ages)

AIMS & OBJECTIVES FOR THE SESSION

OUTCOMES: (include any issues highlighted)

ANY INCIDENTS: (Complaints, damage, lost property etc)

Any Team Messages/Communication:

**Signed by the leader in charge as an accurate record of the session**  
\_\_\_\_\_