ЖУРНАЛ

УЧЕТА РАБОТЫ КЛУБНОГО ФОРМИРОВАНИЯ

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(наименование)

Класс / группа \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Руководитель

клубного формирования \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Староста \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ учебный год

Начат:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Окончен:\_\_\_\_\_\_\_\_\_\_\_\_

ПРАВИЛА ВЕДЕНИЯ ЖУРНАЛА

    1. Журнал  является  основным  документом  учета  всей  работы

коллектива.

    2. Журнал ведется лично руководителем коллектива  (педагогом).

Отметки в журнале производятся регулярно на каждом занятии.

    3. Заполнение всех граф журнала обязательно.

    4. В  графах  "Дневник  коллектива" после каждой записи должны

быть  росписи  руководителя  коллектива  (педагога)   и   старосты

коллектива.

    5. Посещаемость  занятий  коллектива   отмечается   следующими

условными обозначениями:

Присутствовал на занятиях                "п"

Отсутствовал по уважительной причине:

Работал                                  "р"

Находился в командировке                 "к"

Болен                                    "б"

 Заполнение графы  отсутствующих на занятиях производится после

выяснения причины отсутствия.

    6. Помарки  и  перечеркивания  написанного текста в журнале не

разрешаются.

    7. Журнал  хранится  в  администрации  клубного учреждения как

документ строгой отчетности.

**АНКЕТНЫЕ ДАННЫЕ**

**РУКОВОДИТЕЛЯ КЛУБНОГО ФОРМИРОВАНИЯ**

Фамилия, имя и отчество \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Год и место рождения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Образование - общее \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

специальное \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Стаж работы в клубном учреждении \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Место основной (штатной) работы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Домашний адрес \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ телефон \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**СТАРОСТА КОЛЛЕКТИВА**

Фамилия, имя и отчество \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Профессия \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Где работает \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Домашний адрес \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Телефон \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. СПИСОК УЧАСТНИКОВ КЛУБНОГО ФОРМИРОВАНИЯ**

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Год**  **рождения** | **Основное**  **место**  **работы,**  **адрес,**  **телефон** | **Домашний**  **адрес и**  **телефон** |
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               2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

за \_\_\_\_\_\_\_\_\_\_\_\_ месяц

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
| **начало**  **ч, мин.** | **конец**  **ч, мин.** |
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               2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

за \_\_\_\_\_\_\_\_\_\_\_\_ месяц

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
| **начало**  **ч, мин.** | **конец**  **ч, мин.** |
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               2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

за \_\_\_\_\_\_\_\_\_\_\_\_ месяц

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
| **начало**  **ч, мин.** | **конец**  **ч, мин.** |
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               2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

за \_\_\_\_\_\_\_\_\_\_\_\_ месяц

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
| **начало**  **ч, мин.** | **конец**  **ч, мин.** |
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               2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

за \_\_\_\_\_\_\_\_\_\_\_\_ месяц

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
| **начало**  **ч, мин.** | **конец**  **ч, мин.** |
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               2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

за \_\_\_\_\_\_\_\_\_\_\_\_ месяц

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
| **начало**  **ч, мин.** | **конец**  **ч, мин.** |
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               2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

за \_\_\_\_\_\_\_\_\_\_\_\_ месяц

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
| **начало**  **ч, мин.** | **конец**  **ч, мин.** |
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               2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

за \_\_\_\_\_\_\_\_\_\_\_\_ месяц

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
| **начало**  **ч, мин.** | **конец**  **ч, мин.** |
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               2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
| **начало**  **ч, мин.** | **конец**  **ч, мин.** |
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               2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

за \_\_\_\_\_\_\_\_\_\_\_\_ месяц

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
| **начало**  **ч, мин.** | **конец**  **ч, мин.** |
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               2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

за \_\_\_\_\_\_\_\_\_\_\_\_ месяц

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
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2. УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КОЛЛЕКТИВА

за \_\_\_\_\_\_\_\_\_\_\_\_ месяц

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| **N**  **п/п** | **Фамилия,**  **имя,**  **отчество** | **Дата занятий** | | | | | | | | | | | | **Всего**  **посет.**  **занятий** |
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3. РАСПИСАНИЕ

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| **Дата** | **Тема**  **занятий** | **Время занятий** | | **Число**  **часов**  **занятий** | **Подпись**  **руководителя**  **коллектива** |
| **начало**  **ч, мин.** | **конец**  **ч, мин.** |
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4. УЧАСТИЕ В МЕРОПРИЯТИЯХ

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| **N**  **п/п** | **Число**  **и**  **месяц** | **Место**  **мероприятия** | **Начало**  **мероприятия** | **Окончание**  **мероприятия** | **Кол-во**  **часов** | **Кол-во**  **зрителей** |
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      5. ПЛАН РАБОТЫ КОЛЛЕКТИВА НА \_\_\_\_\_\_\_\_\_\_\_\_\_ УЧЕБНЫЙ ГОД

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     6. ОТЧЕТ РАБОТЫ КОЛЛЕКТИВА ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_ УЧЕБНЫЙ ГОД

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