JW Donate Lanyard Tracking

Date: _____

Circuit/Convention: _____

Assembly Overseer/CCC Name: _____

Accounts Overseer Name: _____

Accounts Overseer Phone: _____

Number of Lanyards received from AH: _____

Lanyards returned to AH: _____

Lanyards to recover and return: _____

Prior to your assembly, list attendants alphabetically for quick check-out/check-in

Attendant Name (p.1)	Lanyard Number	Phone Number	Checked Out	Checked In	Confirmed By
	1		☐	☐	
	2		☐	☐	
	3		☐	☐	
	4		☐	☐	
	5		☐	☐	
	6		☐	☐	
	7		☐	☐	
	8		☐	☐	
	9		☐	☐	
	10		☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	
			☐	☐	

Note: If a lanyard is missing, please follow through with the attendant and arrange for the missing lanyard to be returned to the Assembly Hall before next Theocratic event.

Please provide a copy of this tracking form to the AH when you return the Lanyards.