ЖУРНАЛ

учёта работы клубного формирования

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наименование

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

Руководитель

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

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

**ПРАВИЛА ВЕДЕНИЯ ЖУРНАЛА**

1. Журнал является основным документом учёта всей работы коллектива.

2. Журнал ведётся 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 «ф»

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 отчётности.

**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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| --- | --- | --- | --- | --- |
| №  п/п | ФИО | Год рождения | Основное место работы, адрес, телефон | Домашний адрес, телефон |
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**2. УЧЁТ ПОСЕЩЕНИЯ ЗАНЯТИЙ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**за \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

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| **№**  **п/п** | **ФИО** | **Дата занятий** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Всего посетителей** |
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**3. РАСПИСАНИЕ**

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| Дата | Тема занятий | Время занятий | | Кол-во часов  занятий | Подпись руководителя коллектива |
| Начало  (часы/мин) | Конец  (часы/мин) |
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**4. УЧАСТИЕ В МЕРОПРИЯТИЯХ**

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| №  п/п | Число и месяц | Место проведения мероприятия | Начало мероприятия | Окончание мероприятия | Кол-во  часов | Кол-во зрителей |
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**5. ПЛАН РАБОТЫ КОЛЛЕКТИВА НА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ГОД**

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**6. ОТЧЁТ РАБОТЫ КОЛЛЕКТИВА ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ГОД**

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