**CERTIFICATE LOG AND TRANSMITTAL SHEET**

Type of Certificate: Appreciation Attendance Participation Recognition Others: \_\_\_\_\_\_\_\_

Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Prepared: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Prepared by: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Instructions: The certificates follow continuous numbering per certificate type per year. Please keep track of the last number in the most recently prepared certificates. Unless a system for sorting is specified, sort the certificates alphabetically prior to assigning certificate numbers. Certificates may be distributed individually or may be forwarded to a representative who shall be responsible for the distribution of all the copies.

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| **Cert. No.** | **Name** | **Signature (if distributed individually)** |
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Transmitted by:

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