**CKPC Activity Attendance Recording Standard Operations Procedure (SOP)**

**曹光彪書院活動出席記錄標準流程**

2019-02

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| **Tasks** | **Steps and Descriptions** | **Person in charge**  |
| Attendance Recording for One-off events | * Helpers or organizers are responsible for taking attendance at the end of event (for example, using a Google form)
* All attendees need to provide their names and student IDs
* Helpers or organizers need to provide their names and student IDs, as well as their roles (Helper/Organizer)
* Within one week after the event, helper or organizer enters the data into RCWeb
 | Event Helper/Organizer |
| Attendance Recording for serial events | * Helpers or organizers are responsible for taking attendance at the end of event
* All attendees need to provide their names and student IDs
* Helpers or organizers need to provide their names and student IDs, as well as their roles (Helper/Organizer)
* Within one week after the event, helper or organizer enters the data into RCWeb
 | Event Helper/Organizer |
| Attendance Recording using card reader or UMRC app | * CKPC Office provides a card reader to event helper or the organizer creates an activity in UMRC app
* Helper or organizer scans student cards of attendees at the end of the activity
* Within one week after the event, helper or organizer enters the data into RCWeb
 | CKPC Office and Event Helper/Organizer |