Приложение №2

К Постановлению Администрации

Новоегорлыкского сельского поселения

№3 от 09.01.2024г.

**ЖУРНАЛ**

# УЧЕТА РАБОТЫ

# Культурно-досугового формирования

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| (учреждение) |
| Название формирования  ­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Руководитель формирования |
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год

# ПРАВИЛА ВЕДЕНИЯ ЖУРНАЛА

1. Журнал является основным документом учета всей работы коллектива.
2. Журнал ведется лично руководителем коллектива. Отметки в журнале производятся регулярно на каждом занятии.
3. Заполнение всех граф журнала обязательно.
4. Посещаемость занятий коллектива отмечается следующими условными обозначениями:
   * присутствовал на занятиях *«п»*;
   * болен *«б»*;
   * отсутствовал *«н»*.
5. Перечеркивания написанного текста в журнале не разрешаются.
6. Журнал хранится в администрации клубного учреждения как документ строгой отчетности.

# АНКЕТНЫЕ ДАННЫЕ

**Руководитель формирования**

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| Фамилия, имя, отчество |
| Год и место рождения |
| Образование: общее |
| специальное |
| Стаж работы в учреждении |
| Место основной (штатной) работы |
| Домашний адрес |
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| Телефон |

**Староста коллектива**

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| Фамилия, имя, отчество |
| Профессия |
| Место работы (учебы) |
| Домашний адрес |
| Телефон |

**Список участников формирования**

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| № п/п | ФИО | Год рождения | место  работы, учебы | телефон |
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| № п/п | Фамилия, имя, отчество | Год рождения | Основное место работы, учебы | Домашний адрес, телефон |
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1. **План работы коллектива на \_\_\_\_\_\_ год**
2. **Расписание**

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| № п/п | Тема занятий | Число часов (академ.)  занятий | Подпись руководителя коллектива |
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| № п/п | Тема занятий | Время занятий | | Число часов (академ.)  занятий | Подпись руководителя коллектива |
| начало (дата) | конец (дата) |
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| № п/п | Тема занятий | Время занятий | | Число часов (академ.)  занятий | Подпись руководителя коллектива |
| начало (дата) | конец (дата) |
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1. **Участие в мероприятиях**

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| № | Дата | Форма и название мероприятия | Место проведения |
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| № | Дата | Форма и название мероприятия | Место проведения |
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1. **Учет посещений занятий коллектива**

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| № п/п | ФИО |  | | | | | | | | | | | | Всего занятий |
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| № п/п | Фамилия, имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | Всего занятий |
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1. **Отчет работы коллектива за 20\_\_\_ год**