



# Worksite Meeting

Worksite: \_\_\_\_\_

Topic: \_\_\_\_\_

Guest Speaker: \_\_\_\_\_

Print Name

Signature

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Employees attending meeting: (If additional room is needed please sign on back)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Bldg. Reps, Alt. Reps and Exec. Brd. Mbrs. sponsoring and attending the meeting:

_____	_____	BR	Exec. Brd.
Print Name	Signature		
_____	_____	BR	Exec. Brd.
Print Name	Signature		
_____	_____	BR	Exec. Brd.
Print Name	Signature		
_____	_____	BR	Exec. Brd.
Print Name	Signature		
_____	_____	BR	Exec. Brd.
Print Name	Signature		
_____	_____	BR	Exec. Brd.
Print Name	Signature		
_____	_____	BR	Exec. Brd.
Print Name	Signature		

### Important Reminders:

- Retain a copy of this form for your records.
- Be sure USEP President or staff, Valic, Liberty Mutual or California Casualty representatives have signed in.