



JOY OF FAITH  
CHRISTIAN CENTER

DATE MTH / YR

### QUARTERLY LEADER'S REPORT (QLR)

Due on or before the second Sunday following the end of the quarter.

DEPT/DIV \_\_\_\_\_

NAME

COORDINATOR / SUPERVISOR

ASSISTANT COORDINATOR / SUPERVISOR

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#### DOCUMENT SUBMISSION RECORDS

##### PREVIOUS QUARTER REPORT DUE

APPLICABLE QUARTER	DATE SUBMITTED

##### MONTHLY CALENDAR OR SCHEDULE DUE

APPLICABLE MONTH	DATE SUBMITTED

##### 90 DAY EVALUATIONS DUE

Text	NAME	DATE SUBMITTED

- Not Scheduled - Volunteer excused before calendar was made. Name was not on calendar.
- Excused - Required notice given. Zero is used when volunteer has submitted absence/substitution form two weeks in advance.
- Unexcused - Required notice not given. Dot is used when volunteer has not submitted absence/substitution form two weeks in advance.
- B** Begin - First day served. Return from leave.
- E** End - Last day served. Greater than 4 week leave.

ATTENDANCE CODES	ABSENCE CODES	ACTIVITY CODES
/ Present    /r Tardy	— Not Scheduled    ○ Excused (Required notice given.)    ● Unexcused (Required notice not given.)	<b>B</b> Begin <b>E</b> End

