

ЖУРНАЛ

**учета работы клубного формирования**

**Мурманского областного Дворца культуры**

**и народного творчества им. С.М. Кирова**

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наименование клубного формирования

на 20\_\_\_\_/20\_\_\_\_ творческий сезон

**ПРАВИЛА ВЕДЕНИЯ ЖУРНАЛА:**

1. Журнал является основным документом учета работы клубного формирования.
2. Записи в журнале ведутся аккуратно (без исправлений корректором, заклеиваний, зачёркиваний), чернилами только одного цвета – синим или чёрным.
3. Журнал ведется лично руководителем клубного формирования. Отметки в журнале производятся регулярно на каждом занятии.
4. Заполнение всех граф журнала обязательно.
5. Посещаемость занятий клубного формирования отмечается следующими условными обозначениями:

«б» - болен;

«р» - работал;

«к» - находился в командировке;

«н» - отсутствовал без уважительной причины.

Напротив фамилии присутствующих членов клубного формирования необходимо ставить точку.

1. В графах «Расписание» после каждой записи должна быть подпись руководителя клубного формирования.
2. Раздел «Список участников клубного формирования» заполняется по состоянию на 1 октября. В течение года сведения о членах клубного формирования могут обновляться, в случае наличия выбывших членов клубного формирования необходимо указать дату и причину выбытия.
3. В разделе «Методическая работа» руководитель клубного формирования фиксирует мероприятия, способствующие повышению профессионального мастерства; проведение и участие в методических мероприятиях (семинарах, мастер-классах, выставках, совещаниях), собраниях и т.д.
4. Журнал хранится в учреждении как документ строгой отчетности. Каждый месяц руководитель клубного формирования обязан сдавать журнал на проверку ответственному специалисту отдела народного творчества.

**ЖУРНАЛ**

**учета работы клубного формирования**

на 20\_\_\_\_/20\_\_\_\_ творческий сезон

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наименование клубного формирования

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наименование группы

**Расписание занятий (дни и часы)**

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| Понедельник | Вторник | Среда | Четверг | Пятница | Суббота | Воскресенье |
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| Изменения расписания (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ дата изменения) | | | | | | |
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**Руководитель клубного формирования**

Фамилия, имя, отчество \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Аккомпаниатор (ассистент балетмейстера, зав. постановочной частью и т.д.)**

Фамилия, имя, отчество \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**АНКЕТНЫЕ ДАННЫЕ:**

**Руководителя клубного формирования**

Фамилия, имя, отчество \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Год и место рождения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Образование

общее \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

профессиональное\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Год начала работы с данным коллективом\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Место основной работы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Домашний адрес, телефон, E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Аккомпаниатора (ассистента балетмейстера, зав. постановочной частью и т.д.)**

Фамилия, имя, отчество \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Год и место рождения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Образование

общее \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

профессиональное\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Год начала работы с данным коллективом\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Место основной работы \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Домашний адрес, телефон, E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Старосты**

Фамилия, имя, отчество \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Домашний адрес, телефон, E-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ПЛАН РАБОТЫ КЛУБНОГО ФОРМИРОВАНИЯ НА 20\_\_\_\_/20\_\_\_\_ ТВОРЧЕСКИЙ СЕЗОН**

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**РЕПЕРТУАР КЛУБНОГО ФОРМИРОВАНИЯ НА 20\_\_\_\_/20\_\_\_\_ ТВОРЧЕСКИЙ СЕЗОН**

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| **№ п/п** | **Название произведения** | **Форма исполнения** | **Хронометраж (размеры работы)** | **Репертуар какого года** |
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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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| Дата проведения занятия | Тема занятий | Время занятий,  час, мин | | Число часов занятий | Подпись руководителя |
| начало | конец |
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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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| Дата проведения занятия | Тема занятий | Время занятий,  час, мин | | Число часов занятий | Подпись руководителя |
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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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| Дата проведения занятия | Тема занятий | Время занятий,  час, мин | | Число часов занятий | Подпись руководителя |
| начало | конец |
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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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| Дата проведения занятия | Тема занятий | Время занятий,  час, мин | | Число часов занятий | Подпись руководителя |
| начало | конец |
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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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| Дата проведения занятия | Тема занятий | Время занятий,  час, мин | | Число часов занятий | Подпись руководителя |
| начало | конец |
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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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| Дата проведения занятия | Тема занятий | Время занятий,  час, мин | | Число часов занятий | Подпись руководителя |
| начало | конец |
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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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| Дата проведения занятия | Тема занятий | Время занятий,  час, мин | | Число часов занятий | Подпись руководителя |
| начало | конец |
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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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| Дата проведения занятия | Тема занятий | Время занятий,  час, мин | | Число часов занятий | Подпись руководителя |
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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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| Дата проведения занятия | Тема занятий | Время занятий,  час, мин | | Число часов занятий | Подпись руководителя |
| начало | конец |
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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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| Дата проведения занятия | Тема занятий | Время занятий,  час, мин | | Число часов занятий | Подпись руководителя |
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**УЧЕТ ПОСЕЩЕНИЙ ЗАНЯТИЙ КЛУБНОГО ФОРМИРОВАНИЯ**

**ЗА \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ МЕСЯЦ**

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| № | Фамилия,  имя,  отчество | ДАТА ЗАНЯТИЙ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | Всего  посет.  занят. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
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**СОДЕРЖАНИЕ РАБОТЫ**

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| Дата проведения занятия | Тема занятий | Время занятий,  час, мин | | Число часов занятий | Подпись руководителя |
| начало | конец |
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**СПИСОК УЧАСТНИКОВ КЛУБНОГО ФОРМИРОВАНИЯ**

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| № п/п | Фамилия, имя, отчество | Дата рождения | Место учебы (класс, курс, учебное заведение) или место работы | Домашний адрес, телефон | Дата и причина выбытия |
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**СПИСОК УЧАСТНИКОВ КЛУБНОГО ФОРМИРОВАНИЯ**

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| № п/п | Фамилия, имя, отчество | Дата рождения | Место учебы (класс, курс, учебное заведение) или место работы | Домашний адрес, телефон | Дата и причина выбытия |
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**СПИСОК УЧАСТНИКОВ КЛУБНОГО ФОРМИРОВАНИЯ**

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| № п/п | Фамилия, имя, отчество | Дата рождения | Место учебы (класс, курс, учебное заведение) или место работы | Домашний адрес, телефон | Дата и причина выбытия |
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**СПИСОК УЧАСТНИКОВ КЛУБНОГО ФОРМИРОВАНИЯ**

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| № п/п | Фамилия, имя, отчество | Дата рождения | Место учебы (класс, курс, учебное заведение) или место работы | Домашний адрес, телефон | Дата и причина выбытия |
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**ТВОРЧЕСКИЕ ДОСТИЖЕНИЯ КЛУБНОГО ФОРМИРОВАНИЯ**

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| Вид мероприятия (фестиваль, смотр, конкурс и т.д.) Название мероприятия | Дата проведения | Страна, город | Название работы (постановки, танца, песни, композиции и т.д.) | Кол-во участ­ни­ков | Результативность |
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**ТВОРЧЕСКИЕ ДОСТИЖЕНИЯ КЛУБНОГО ФОРМИРОВАНИЯ**

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| Вид мероприятия (фестиваль, смотр, конкурс и т.д.) Название мероприятия | Дата проведения | Страна, город | Название работы (постановки, танца, песни, композиции и т.д.) | Кол-во участ­ни­ков | Результативность |
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**УЧАСТИЕ В МЕРОПРИЯТИЯХ**

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| № п/п | Название мероприятия | Дата и место проведения | Название номеров или продолжительность мероприятия | Кол-во участников | Кол-во зрителей |
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**УЧАСТИЕ В МЕРОПРИЯТИЯХ**

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| № п/п | Название мероприятия | Дата и место проведения | Название номеров или продолжительность мероприятия | Кол-во участников | Кол-во зрителей |
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**УЧАСТИЕ В МЕРОПРИЯТИЯХ**

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| № п/п | Название мероприятия | Дата и место проведения | Название номеров или продолжительность мероприятия | Кол-во участников | Кол-во зрителей |
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**УЧАСТИЕ В МЕРОПРИЯТИЯХ**

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| № п/п | Название мероприятия | Дата и место проведения | Название номеров или продолжительность мероприятия | Кол-во участников | Кол-во зрителей |
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**МЕТОДИЧЕСКАЯ РАБОТА**

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| Дата и место проведения | Форма  методической работы | Тема | Кол-во присутствующих |
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**ГОДОВОЙ СТАТИСТИЧЕСКИЙ ОТЧЕТ ПО ВОЗРАСТНОМУ СОСТАВУ УЧАСТНИКОВ КЛУБНОГО ФОРМИРОВАНИЯ**

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| --- | --- | --- | --- | --- | --- | --- |
| Возраст/квартал | до 14 лет | от 15 до 17 лет | от 18 до 24 лет | от 25 до 54 лет | от 55 лет | Всего участников |
| I квартал |  |  |  |  |  |  |
| II квартал |  |  |  |  |  |  |
| III квартал |  |  |  |  |  |  |
| IV квартал |  |  |  |  |  |  |

**ОТМЕТКА О РЕЗУЛЬТАТАХ ПРОВЕРКИ ЖУРНАЛА**

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| Дата | Результаты проверки | Должность и подпись проверяющего лица |
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**ОТМЕТКА О РЕЗУЛЬТАТАХ ПРОВЕРКИ ЖУРНАЛА**

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| --- | --- | --- |
| Дата | Результаты проверки | Должность и подпись проверяющего лица |
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