

Soft match requirements

- Sign in sheet fully complete - if mileage is being claimed a town or city of origin is required.
- Meetings and training require an agenda (preferred) - minutes may be submitted if there is no agenda
- Exercises require an AAR (if the AAR was submitted in that quarters status report that is good)

The sign in sheets must have the following information

1. Jurisdiction using the soft match
2. Point of contact
3. Event meeting name
4. Location - must include a town or city
5. Date and time
6. Number of hours
7. Participant name
8. Participant org
9. Is the participant federally funded "yes" or "no"
10. Address - town or city - this must be filled in if you are claiming mileage – in order to verify mileage, there must be a point of origin and a destination (this is the location of the meeting at the top of the page in order to verify mileage).
11. If there are multiple sign in sheets for the same event - for larger events we recommend putting the number of pages at the top of the first page with a subsequent number on each page after that.

