**Журнал учета работы**

**клубного формирования**

г. Благовещенск

2016 г.

Журнал учета клубных формирований разработан Краевым государственным бюджетным учрежде-нием культуры «Государственный центр народного творчества Красноярского края» на основании Модельного стандарта деятельности муниципального учреждения культуры клубного типа Красно-ярского края, ежегодной формы статистической отчетности 7-НК, утвержденной Приказом Росстата от 15.07.2011 № 324 (раздел 2. Культурно-досуговые формирования), и в соответствии с пожелания-ми специалистов клубных учреждений края. Является методическим пособием.

**Содержание**

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**Данные о руководителе**

**клубного формирования**

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| Фамилия, имя, отчество \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Год и место рождения\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Образование \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Место основной (штатной) работы, должность\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Стаж работы (по основному месту \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Домашний адрес \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Контактная информация: телефон\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| факс \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| e-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Правила** **ведения** **журнала учета**

**клубного** **формирования**

1. Журнал учета клубного формирования (далее журнал) является основным документом учета всей работы клубного формирования (кружка, студии, клуба по интересам и др.) и главной формой контроля работы клубного формирования. На основании показателей журнала заполняется годовой статистический отчет по форме 7-НК, утвержденной Приказом Росстата от 15.07.2011 № 324 (раздел 2. Культурно-досуговые формирования).

2. Журнал ведется лично руководителем (педагогом) клубного формирования. Отметки в журнале производятся на каждом занятии.

3. Заполнение всех граф обязательно.

4. В разделе «План работы клубного формирования» указываются форма (индивидуальное, групповое, ансамблевое, репетиция и др.) занятия и его тема.

5. Исправления (помарки и перечеркивания) написанного текста в журнале не разрешаются.

6. В случае окончания журнала учет продолжается по той же форме в новом журнале.

7. Заполненный журнал хранится в администрации учреждения культуры клубного типа как документ строгой отчетности в течение трех лет.

8. Ответственность за правильность и систематичность ведения, а также сохранность журнала несет руководитель клубного формирования.

9. При проверке учреждения культуры клубного типа журнал представляется проверяющему должностному лицу по требованию для ознакомления.

**Список участников**

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**клубного формирования**

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| **ФИО родителей, домашний адрес, место работы** | **Контактная информация**  **(телефон дом, раб., моб., e-mail)** |
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| **ФИО родителей, домашний адрес, место работы** | **Контактная информация**  **(телефон дом, раб., моб., e-mail)** |
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**План работы клубного формирования**

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| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Учет посещения занятий \_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

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**План работы клубного формирования**

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| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Учет посещения занятий \_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

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**План работы клубного формирования**

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| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Учет посещения занятий \_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

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**План работы клубного формирования**

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| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Учет посещения занятий \_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№ п/п** | **Фамилия, имя, отчество участника** | **Дата занятий** | | | | | | | | | | | |
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**План работы клубного формирования**

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| --- | --- | --- | --- | --- |
| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Учет посещения занятий \_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№ п/п** | **Фамилия, имя, отчество участника** | **Дата занятий** | | | | | | | | | | | |
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**План работы клубного формирования**

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| --- | --- | --- | --- | --- |
| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Учет посещения занятий \_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№ п/п** | **Фамилия, имя, отчество участника** | **Дата занятий** | | | | | | | | | | | |
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**План работы клубного формирования**

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| --- | --- | --- | --- | --- |
| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Учет посещения занятий \_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№ п/п** | **Фамилия, имя, отчество участника** | **Дата занятий** | | | | | | | | | | | |
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**План работы клубного формирования**

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| --- | --- | --- | --- | --- |
| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Учет посещения занятий \_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№ п/п** | **Фамилия, имя, отчество участника** | **Дата занятий** | | | | | | | | | | | |
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**План работы клубного формирования**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Учет посещения занятий \_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

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| **№ п/п** | **Фамилия, имя, отчество участника** | **Дата занятий** | | | | | | | | | | | |
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**План работы клубного формирования**

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| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Учет посещения занятий \_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **№ п/п** | **Фамилия, имя, отчество участника** | **Дата занятий** | | | | | | | | | | | |
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**План работы клубного формирования**

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| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Учет посещения занятий \_\_\_\_\_\_\_\_\_\_\_\_\_ месяц**

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| **№ п/п** | **Фамилия, имя, отчество участника** | **Дата занятий** | | | | | | | | | | | |
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**План работы клубного формирования**

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| --- | --- | --- | --- | --- |
| **Дата занятий** | **Форма и тема занятий** | **Время начала занятий** | **Время окончания занятий** | **Подпись руководителя** |
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Подпись руководителя учреждения \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Участие** **в** **мероприятиях**

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| **№ п/п** | **Дата, место проведения** | **Форма, название мероприятия** | **Время начала** | **Время окончания** | **Количество зрителей** |
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**Участие** **в** **мероприятиях**

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| **№ п/п** | **Дата, место проведения** | **Форма, название мероприятия** | **Время начала** | **Время окончания** | **Количество зрителей** |
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**Участие** **в** **мероприятиях**

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| **№ п/п** | **Дата, место проведения** | **Форма, название мероприятия** | **Время начала** | **Время окончания** | **Количество зрителей** |
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**Участие** **в** **мероприятиях**

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| **№ п/п** | **Дата, место проведения** | **Форма, название мероприятия** | **Время начала** | **Время окончания** | **Количество зрителей** |
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**Участие** **в** **мероприятиях**

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| **№ п/п** | **Дата, место проведения** | **Форма, название мероприятия** | **Время начала** | **Время окончания** | **Количество зрителей** |
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**Замечания, предложения и рекомендации**

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| **Отметка об исполнении замечаний,**  **предложений и рекомендаций** | **Подпись руководителя**  **учреждения культуры** |
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**Замечания, предложения и рекомендации**

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