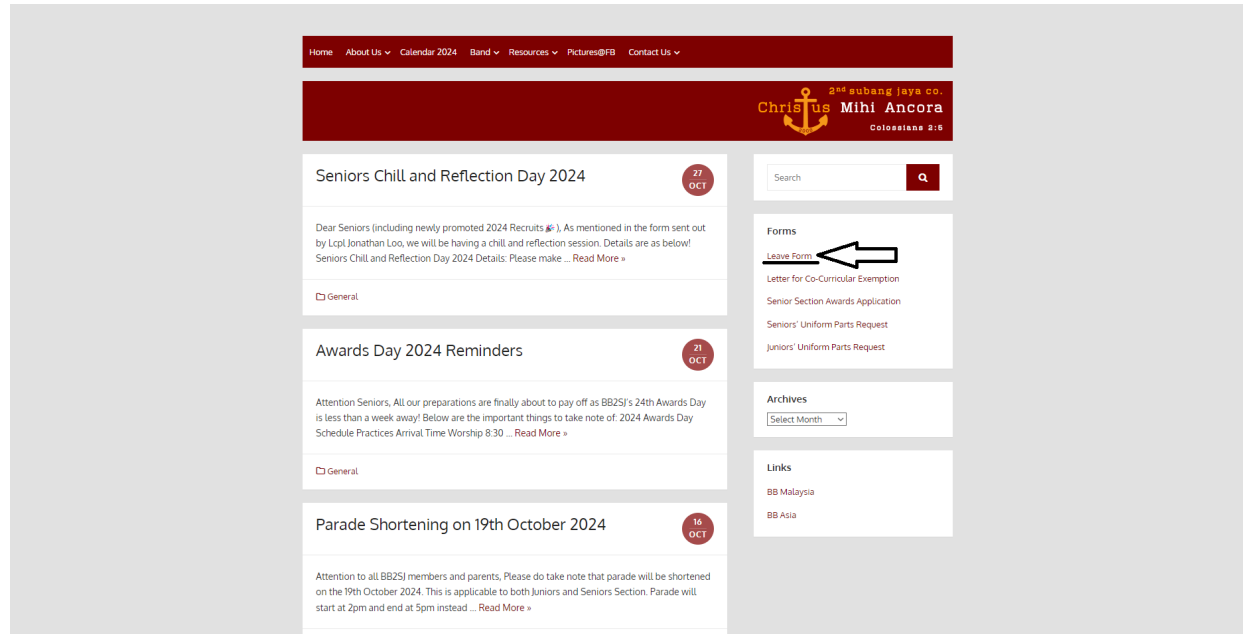


# General Guidelines

- Fill in the form located at the BB2SJ website (<https://www.bb2sj.org>).



If on mobile, the link to the form is near the bottom of the page.

- If you are **on leave**, please **refrain from coming** to parade unless there are certain tasks that only you can do and that are needed to be done that day.


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## Things to take note of:

- The **minimum** attendance percentage to be eligible for awards is **75%**
- Attendance works as a mark system, where you get 1 mark for being present in fall in/fall out, with a total of 2 marks. So:
  - 2 marks are given if:
    - Present for fall in and fall out
    - Not present for either fall in or fall out, but the reason is BB related
    - Not present at all, but the reason is BB related (e.g. going to UJC as a helper)
  - 1 mark is given if:
    - Present for either fall in or fall out **only**
    - Not present at all, but with an accepted reason
  - 0 marks are given if:
    - Not present at all, with an unaccepted reason
- It is heavily advised to **submit leave on time**

- Members will be given reminders to submit leave forms on the Tuesday after an absence from parade
- Failure to submit leave form 2 days after the reminder is given will be considered 0 points
  - This does **not** apply to study leave (refer to the leave conditions below)
- Failure to submit leave on time will grant you no attendance marks for that parade
- If you came without your uniform, fall in with sports mufti attire (sports attire but with mufti)
  - If your mufti is not available, wear sports attire
- A guide to taking attendance is provided on the first page of the book

## Attendance marks:

 Attendance 2025

# Leave Conditions

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## Study leave

- Study leave should be applied at least **1 week before** the parade that the member(s) are absent
  - Any study leave applied outside of that time will be rejected
    - Please note this *only* applies to study leave

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## Sick leave

- If you aren't needed, don't come
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## Vacation leave

- Will not be accepted **up to 3 times** per year