

## **Monthly Reports Guidelines**

The following is list of the headings on the Saskatchewan State Council Monthly Report Form. It has been requested that a list of guidelines, specifically aimed at these headings, be put forward to help the Council Program Directors fill these forms and perhaps even see where additional hours could be included on these forms. These are simply guidelines and if you are confident with the system you are currently using, continue following the system you are using.

Several categories on this form can duplicate areas covered under other headings. Part of the work of the Council Program Director is to make a good estimation of the best area in which to include the information. Events that could be in several categories should only be reported in one area.

In addition, some people get small honoraria for work in the Community, but volunteer time well above the amount covered by the honorarium (such as some sports Coaches). Make an estimate of their volunteer time.

Some areas of this form are difficult to get complete information as to the number of participation hours (Prayer & Rosaries for example). As Program Director, feel free to make some educated estimates of numbers for events that you know are going on, but to which you have not received specific information about.

### **Church & Vocations - Events & efforts that benefit the Church or Seminarians**

1. Lay Ministry - Education of Lay Ministers; Lay Minister's Services; Lay Minister's Service Preparation time
2. Prayer and Rosary - Time Praying by any member, whether at an arranged event or on own
3. Masses - Choir Members, Welcomers, Servers, Eucharistic Ministers, Readers etc.
4. Parish Maintenance - Non Paid efforts to Maintain and Repair Church
5. Religious Instruction - Assistance in organising & presenting Adult Education programs
6. Socials - Organising and Participation in Events which are open to all members of the Parish.
7. Recognition - Preparing and presenting awards and thank yous to Parish members
8. Sponsorship - Assistance to Parish members who are taking education programs to develop their Faith
9. Shut-Ins - Visits and assistance to Shut-Ins
10. Special Services - Holding Special Masses for entire Parish or other Church events not covered by this form
11. Keep Christ In Christmas - Erecting Signs; Education Programs in the Parish
12. Ecumenism - Involvement in Local Ecumenical Organization; organising and attending ecumenical events
13. Evangelisation - Work with Parish or your own K of C Evangelization Committee
14. Vocations - Organising Vocation Programs; Hosting & Attending Social Events held for Seminarians
15. Awareness - Work on Parish Church Bulletin

### **Community - Events or efforts that benefit the Community**

1. Culture & Recreation - Help with Drama, Art, Music, etc. projects in your Community
2. Education - Non Paid Education Programs; community centre programs
3. Government - Non Paid efforts for Political Parties, Surveys, Election Services
4. Laws, Enforcement - Education Programs to teach about Laws, Wills, etc.
5. Patriotism - Canada Day events, Citizenship Ceremonies, etc.
6. Social Action - Work with Social Justice, equality programs
7. Health Services - Visits to Hospitals; Catholic Health Services; Blood Donations, etc.
8. Seniors - Visits/Assistance to Seniors - Help around their homes etc.
9. Disabled - Visits/Assistance to Disabled - Help around their homes etc.
10. Community Services - Volunteer time to other Community programs and groups

### **In Support of Life - Events and efforts that help the Pro-Life Movement**

*(Anti-Abortion; Anti-Euthanasia; Sanctity of Life)*

1. Council - promotion of pro-Life at the Council Level; Organising & Attending Council Pro-Life events
2. Membership - Promotion of Membership in local Pro-Life Groups
3. Public Relations - Pro-Life information in Newsletters or Bulletins
4. Church - Dissemination of Materials in the Parish - Parish wide Pro-Life programs
5. Educational - Hosting events teaching about Abortion and the efforts of Pro-Life Groups
6. Community - Dissemination of Materials in the Community - Community Pro-Life Events

### **Special Olympics - Special Olympics focuses on mentally disadvantaged athletes**

1. Public Awareness & Education - Bulletins/Newsletters Educating or Announcing Special O Events
2. Fund Raising - Events specifically aimed at raising money for Special O
3. Recreation - Hosting & Attending social events for Special O Participants
4. Sport, Track & Field - Hosting & Attending Special Olympic Sporting events
5. Service Awards - Preparing and Presenting Awards to those who work with Special Olympics

### **Membership**

1. Numbers of Prospects Visited
2. Numbers of Prospective Members who came out to a Membership Drive or Open House
3. Numbers of Members who attended an Insurance Night
4. Number of Retention Letter sent out
5. Date of First Degree held during this time period
6. Number of candidates who took their First Degree
7. Number of Members Successfully Retained through Retention Letter or other efforts (not all members who have remained in the Order).

### **Council - Events or efforts that are for the benefit of the Membership, Council, State or Order**

1. Public Relations - (I personally feel this should be included under the Public Relations Heading below)
2. Social Events - Organizing & Participating in Social Events aimed at only Council members
3. Fund Raisers - Charity Appeal; Bingo; other Council efforts to raise funds
4. Recreation/Athletics - Organising & Participating in Athletic Events for Council Members only

5. Recognition - Preparing & Presenting awards to Council Members; Hosting Council Awards Night
6. Education/Cultural - Lecturer's programs at meetings; Other educational events for Council only
7. Celebrations - Council Anniversary; other specifically Council events
8. Service to Brothers - Helping Brothers in Need; Assistance with Weddings, Funerals;
9. State activity - State Board members; District Deputies; State Directors; Organising & Attending State Events
10. Campaigns - Programs to help the Council, whose aim is not financial
11. Special Projects - Other Council programs not covered by this form;
12. Meetings - Keep track of number and type of meetings (Regular, Social or Special - written in explanation) and members involved

### **Family Life - Events or efforts that strengthen and support the Family**

*(Often Council events that include all members of Families fit here)*

1. Strengthening Family Life - Organising & Attending Program designed to Strengthen Family Life
2. Widows and Orphans - Visits and Assistance to Widows and Orphans
3. Spiritual Programs - Organising & Attending Program designed to educate the Family on Spiritual matters
4. Education - Family Life educational Programs
5. Recreation - Organising & Participating in Athletic Events for all members of the Family
6. Family Projects - Renewal of Marriage Vows; other Family related events
7. Memorials - Annual Memorial Mass; Certificates given to Families of deceased members
8. Family of the Month/Year - Efforts in Choosing Family of Year and Month

### **Youth & Columbian Squires**

1. Columbian Squires - All efforts made by Council Members, Assisting Columbian Squires Circles
2. Free Throw - Free Throw Events at Council, District or Zone Competitions
3. Religious Activity - Encouraging & training young people to assist in the Parish
4. Education Programs - Organising Educational Programs for young people
5. Drug & Alcohol - Programs teaching about Drug & alcohol abuse
6. Socials - Organising Social Events aimed specifically at young people
7. Camping - taking young people on camping trips
8. Scouting/Guides - Assisting with Scouts and Guides
9. Community Services - encouraging and helping young people do projects in the Community
10. Scholarships - Promoting and Choosing winners for Scholarships
11. Big Brothers/Sisters - Volunteer participation in these programs
12. Athletics - Organising Athletic Events for young people, Coaching, transportation.
13. Cultural - Organising dramas, concerts, etc. aimed at or for young people

### **Public Relations - Information passed within the Membership or to outside interests**

1. Bulletin Published - Council Bulletin Publication
2. Press Releases - To the local newspapers
3. Radio/T.V. - Information for Television or Radio
4. Church Bulletin - Additional information included in Parish Bulletin