

2016 ANNUAL REPORT OF COURT ACTIVITY

PLEASE COMPLETE AND RETURN THIS FORM BY FEBRUARY 15, 2017.

Court Name and Number: _____

City: _____ **State:** _____

Please use this report to provide the number of events held and hours given by your members at court sponsored activities, both community service and meetings. Individual members who volunteer on behalf of the Society can be included in your total hours only.

These statistics are required – they are necessary to maintain a not-for-profit status.

COMMUNITY

EVENTS:

Report the number of events your court has sponsored or helped to sponsor, which assist the needy or improves the community at large.

Examples: *Fundraisers* could include bake sales, pancake breakfast, rummage sale, etc.
Charitable acts could be clothing drives, food collections, blood drives, etc.

HOURS:

How many hours did your volunteers spend on these events? You may count the hours you spent planning the event. You may also include the hours of non-court members who may have helped with this event. Count each volunteer's hours individually.

Example: *If 12 people helped with the blood drive for 6 hours, the total would be 72 hours.*

DISBURSEMENTS:

Report the total amount of money spent from your treasury to assist the needy or to improve your local community. You may *not* include matching funds from the Home Office. Only funds raised by the court and used for charitable contributions may be included.

✓	EVENTS	HOURS	DISBURSEMENTS
	National Project: Alzheimer's Fundraiser		
	Parish Picnics		
	Hearts and Hands		
	Junior Activities		
	Join Hands Day		
	Make a Difference Day		
	Group Trip		
	Other:		
	Other:		
	Other:		
TOTAL:			

MEETINGS

In this section we are referring to fraternal meetings, not fundraisers.

EVENTS:

Report the number of events your court hosted that were educational, spiritual or business meetings. This includes any meeting where two or more members were in attendance.

Examples: Monthly meetings, planning meetings, Lenten services, membership drives.

HOURS:

Report the total number of hours your members spent at these events.

Example: If 12 people attended a court meeting for two hours, the total would be 24 hours.

DISBURSEMENTS:

Report all funds used from your treasury to support and maintain the court. Include postage, hall rental, office supplies, the cost associated with refreshments for the meetings, advertisement of events, entertainment, etc.

✓	MEETINGS	HOURS	DISBURSEMENTS
	Annual Election		
	Regular Meeting		
	Diocesan Association Meeting		
	Member Recognition		
	Membership Drives		
	Other:		
	Other:		
	Other:		
	Other:		
TOTAL:			

Comments/suggestions regarding court activities:

PRESIDENT

RECORDING SECRETARY

DATE

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