

INSTRUCTIONS FOR COMPLETING ANNUAL SURVEY OF FRATERNAL ACTIVITY

For Twelve Month Period Ending December 31, 20__

Due By: JANUARY 31

***IMPORTANT**

* Please type or print legibly.

* Complete numerical data from right to left – ex.

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* In sections II and III use EXACT DOLLAR AMOUNTS.

* UNITS IN THE PHILIPPINES SHOULD REPORT ALL FINANCIAL DATA IN PESOS.

* Include financial contributions and hours of community service from all related programs (i.e. council corporations, parish round tables, etc.)

* Do not write-in additional activities or contributions – use only spaces provided.

* MAKE A PHOTOCOPY OF SURVEY REPORT FOR YOUR COUNCIL FILE.

SECTION I. NUMBERS OF MEETINGS HELD DURING YEAR:

1. Regular – meetings for conducting or discussing business. Include officers and Service program committee meetings.
2. Social – dinners, card parties, dances, etc. Business may or may not have been discussed.
3. Special – lectures, films, seminars, cultural, ethnic, educational, religious events, etc. Business may or may not have been discussed.

SECTION II. ACTIVITY EXPENSE:

1. a. Printing and Postage – printing and postage for newsletters, flyers, communications for activities.
- b. Food and Refreshments – food, refreshments, etc. for activities.
- c. Prizes – gifts, awards, incentives, raffles, etc. related to sponsored events.
- d. Projects – transportation, facility rental, photography, etc. for related projects.
- e. Entertainment – bands, magicians, comedians, etc. for events.
- f. Miscellaneous – all other expenses not outlined above relating to activities.

SECTION III. CHARITABLE AND BENEVOLENT DISBURSEMENTS:

Church Activities

1. a. Church Facilities – construction, repairs, remodeling, memorial gifts, etc.
- b. Catholic Schools – donations, grants, construction, repairs, etc.
- c. Religious Education – CCD, lay apostolate, Keep Christ in Christmas, marriage encounter, etc.
- d. Seminarians/RSVP – direct contributions to seminarians, postulants and religious.
- e. Seminaries – donations, construction, equipment, etc.
- f. Vocations Projects – programs, speakers, films, program materials, etc.
- g. Miscellaneous – all other Church related disbursements not outlined above.

Community Activities

2. a. Elderly – homes for the aged, Retired Senior Volunteer Program, etc.
- b. Physically Disabled – Muscular Dystrophy, Cerebral Palsy, etc.
- c. Special Olympics – local, state and national contributions, etc., People with Intellectual Disabilities – candy distributions, etc.
- d. Veterans Activities/VAVS
- e. Food for Families – food banks, food pantries, soup kitchens, etc.
- f. Victims of Disasters – natural disasters, fire, violence, accidents, etc.
- g. Hospitals/Institutions – equipment, construction, memorial gifts, etc., Health and Service Organizations – Red Cross, Hospice, United Way, cancer/heart funds, etc.
- h. Global Wheelchair Mission.
- i. Community Wide Projects
- j. Habitat for Humanity – civic involvement, donations, etc.
- k. Miscellaneous – all other community related disbursements not outlined above.

Culture of Life Activities

3. a. Donations – monies donated to Crisis pregnancy centers, BirthRight, Project Rachel, etc.
- b. March for Life – local, state/provincial and national marches.
- c. BirthRight – fund-raising activities and monetary donations. Baby Showers – for individual pregnant women who are struggling financially, or for homes for unwed mothers.
- d. Baby Bottle Campaign – individuals or families collect loose change—or paper money—in empty baby bottles and turn over to the council for culture of life initiatives.
- e. Memorials to unborn children – donations, fund-raising activities, etc.
- f. Ultra-sound program – raising funds to purchase ultrasound machines for crisis pregnancy centers.

Youth Activities

4. a. Columbian Squires – overall sponsorship, contributions, etc.
- b. Scouting – sponsorship, contributions, etc.
- c. Youth Groups – CYO, Big Brothers/Big Sisters, 4-H, etc.
- d. Youth Welfare/Services – substance/child abuse, foster parents, etc.
- e. Athletics – equipment, league/team sponsorship, transportation, etc.
- f. Scholarships/Education – career nights, essay contests, tuition, fund raising, etc.
- g. Coats for Kids.
- h. Miscellaneous – all other youth related disbursements not outlined above.

SECTION IV. FRATERNAL COMMITMENT:

Number of visits to:

1. a. Sick – caring for the sick/nursing homes/hospitals.
- b. Bereaved – visits of condolence.
2. Number of blood donors – members serving as blood donors.
3. Habitat for Humanity Projects – number of projects involved in during year

Estimated hours of community volunteer service:

4. a. Church Activities – volunteer service in all Church related activities.
- b. Community Activities – volunteer service in all community related activities.
- c. Youth Activities – volunteer service in all youth related activities.
- d. Habitat for Humanity – volunteer services to these projects
- e. Culture of Life Activities – volunteer service in all activities that support pro-life
- f. VAVS
- g. Food For Families
- h. Special Olympics
- i. Miscellaneous Activities – volunteer service in any areas not outlined above.

Estimated hours of fraternal service:

5. Sick/disabled members and their families – household chores, transportation, tutoring, counselling, etc.

For Twelve Month Period Ending December 31, 20__

A Assembly Number _____ **Location** _____
city/town state/province

I. NUMBER OF MEETINGS HELD DURING YEAR:

- 1. Regular
- 2. Social
- 3. Special

TOTAL NUMBER OF MEETINGS HELD

II. ACTIVITY EXPENSE

- 1. a. Printing and Postage
 - b. Food and Refreshments
 - c. Prizes
 - d. Projects
 - e. Entertainment
 - f. Miscellaneous
- DOLLARS ONLY:**
-

TOTAL ACTIVITY EXPENSES

III. CHARITABLE DISBURSEMENTS:

Church Activities

- 1. a. Church Facilities
 - b. Catholic Schools
 - c. Religious Education
 - d. Seminarians/RSVP
 - e. Seminaries
 - f. Vocations Projects
 - g. Miscellaneous
- DOLLARS ONLY:**
-

Total Church Disbursements

Community Activities

- 2. a. Elderly
 - b. Physically Disabled
 - c. Special Olympics/Intellectual Disabilities
 - d. Veteran Military/VAVS
 - e. Food for Families
 - f. Victims of Disasters
 - g. Hospitals/Institutions/Health Organizations
 - h. Global Wheelchair Mission
 - i. Community Wide Projects
 - j. Habitat for Humanity Projects
 - k. Miscellaneous
- DOLLARS ONLY:**
-

Total Community Disbursements

Culture of Life Activities

- 3. a. Donations
 - b. March for Life
 - c. Birthright/Baby showers
 - d. Baby bottle campaign
 - e. Memorials to unborn children
 - f. Ultra-Sound Initiative
- DOLLARS ONLY:**
-

Total Culture of Life Disbursements

Youth Activities

- 4. a. Columbian Squires
 - b. Scouting
 - c. Youth Groups
 - d. Youth Welfare/Services
 - e. Athletics
 - f. Scholarships/Education
 - g. Coats for Kids
 - h. Miscellaneous
- DOLLARS ONLY:**
-

Total Youth Disbursements

TOTAL CHARITABLE (Church, Community, Culture of Life and Youth) DISBURSEMENTS

IV. FRATERNAL COMMITMENT:

- 1. Number of visits to:
 - a. Sick
 - b. Bereaved

Total Visits

- 2. Number of blood donors
- 3. Habitat for Humanity Projects

Estimated hours of volunteer service:

- 4. a. Church
 - b. Community
 - c. Youth
 - d. Habitat for Humanity
 - e. Culture of Life
 - f. VAVS
 - g. Food for Families
 - h. Special Olympics
 - i. Miscellaneous
-

Total Volunteer Hours

Estimated hours of fraternal service:

- 5. Sick/disabled members and their families

(Signed) _____ (Grand Knight)

(Signed) _____ (Financial Secretary)

Date: _____

MAIL ORIGINAL TO: Supreme Council Department of Fraternal Services.
MAIL COPIES TO: State Deputy, District Deputy, Council File
 Available in electronic format at www.kofc.org