

# INSTRUCTIONS FOR COMPLETING ANNUAL SURVEY OF FRATERNAL ACTIVITY

## **\*IMPORTANT**

- \* **Please type or print legibly.**
- \* **In sections II and III use EXACT DOLLAR AMOUNTS, WHOLE LOCAL CURRENCY**
- \* **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 COPY OF SURVEY REPORT FOR YOUR 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 – collection of funds raised in empty baby bottles and turned 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\_\_ Due By: **JANUARY 31**

**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**

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

**TOTAL ACTIVITY EXPENSES**

**III. CHARITABLE DISBURSEMENTS::**

**Church Activities**

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

**Total Church Disbursements**

**Community Activities**

- WHOLE DOLLARS ONLY:**
- 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

**Total Community Disbursements**

**Culture of Life Activities**

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

**Total Culture of Life Disbursements**

**Youth Activities**

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

**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) \_\_\_\_\_  
(Faithful Navigator)

(Signed) \_\_\_\_\_  
(Faithful Comptroller)

Date: \_\_\_\_\_

**MAIL/EMAIL/FAX COPIES TO:**

- Supreme Council Fraternal Mission Department  
 – fraternalmission@kofc.org or fax (203) 752-4108
- District Master