

## INSTRUCTIONS

### **\*IMPORTANT**

For Twelve Month Period Ending December 31, 20\_\_

**Due By:**

**JANUARY 31**

\* **Please type or print legibly.**

\* **Complete numerical data from right to left – ex.**

□, □ □ □, 1 0 0

\* **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.**

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

\* **MAKE A PHOTOCOPY OF SURVEY REPORT FOR YOUR CIRCLE 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, sports, 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 circle activities.
- b. Food and Refreshments – food, refreshments, etc. for circle activities.
- c. Prizes – gifts, awards, incentives, raffles, etc. related to circle sponsored events.
- d. Projects – transportation, facility rental, photography, etc. for circle related projects.
- e. Entertainment – bands, magicians, comedians, etc. for circle events.
- f. Miscellaneous – all other expenses not outlined above relating to circle 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.
- d. Citizens with Intellectual Disabilities – candy distributions, etc.
- e. Human Needs – caring for the sick, food, clothing, shelters, soup kitchens, homeless, etc.
- f. Pro-Life Programs – printing, donations, hall usage, Birthright, baby showers, etc.
- g. Victims of Disasters – natural disasters, fire, violence, accidents, etc.
- h. Hospitals/Institutions – equipment, construction, memorial gifts, etc.
- i. Health and Service Organizations – Red Cross, Hospice, cancer/heart funds, etc.
- j. Community wide Projects – civic involvement, public safety, environment, decency, etc.
- k. Habitat for Humanity
- l. Miscellaneous – all other community related disbursements not outlined above.

#### **Youth Activities**

3. 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. 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 the 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 – services to these projects.
- e. 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.

**S** Circle 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**

- 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**

- 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**

- a. Elderly
- b. Physically Disabled
- c. Special Olympics
- d. Citizens with Intellectual Disabilities
- e. Human Needs
- f. Pro-Life Programs
- g. Victims of Disasters
- h. Hospitals/Institutions
- i. Health and Service Organizations
- j. Community wide Projects
- k. Habitat for Humanity
- l. Miscellaneous

**DOLLARS ONLY:**


**Total Community Disbursements**

--	--	--	--	--	--

**Youth Activities**

- a. Columbian Squires
- b. Scouting
- c. Youth Groups
- d. Youth Welfare/Services
- e. Athletics
- f. Scholarships/Education
- g. Miscellaneous

**DOLLARS ONLY:**


**Total Youth Disbursements**

--	--	--	--	--	--

**TOTAL CHARITABLE (CHURCH, COMMUNITY, 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

--	--	--	--	--

--	--	--	--	--

**Estimated hours of volunteer service:**

- a. Church
- b. Community
- c. Youth
- d. Habitat for Humanity
- e. Miscellaneous


**Total Volunteer Hours**

--	--	--	--	--	--

**Estimated hours of fraternal service:**

5. Sick/disabled members and their families

--	--	--	--	--

(Signed) \_\_\_\_\_  
(Chief Squire)

(Signed) \_\_\_\_\_  
(Burser)

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

**FORWARD TO:** Supreme Council Department of Fraternal Services.

**COPY TO:** State Deputy, State Squires Chairman, Circle File.