



financial life

200 N. Martingale Rd., Suite 405
 Schaumburg, IL 60173
 847-342-4500
 info@1891FinancialLife.com
 www.1891FinancialLife.com

ANNUAL ACTIVITY REPORT

PLEASE COMPLETE AND RETURN THIS FORM BY FEBRUARY 15, 2024.

Court / Impact Team Name and Number: _____

City: _____ **State:** _____ **Date:** _____

Please use this report to provide the number of activities allocated to meetings, events, or other Court / Impact Team sponsored activities. Individuals who volunteer on behalf of the Society can be included in your total hours. These statistics are required – they are necessary to maintain our not-for-profit status.

MONTHLY AND DIOCESAN ASSOCIATION MEETINGS

In this section we are referring to meetings, not fundraisers or charitable acts. This includes any meeting where two or more members were in attendance. Use the chart below to tally hours for meetings:

- A - MEMBERS:** Report the number of members at the meeting.
- B - HOURS:** Number of hours, EXAMPLE: a 1 hour meeting.
- C - TOTAL:** Multiply the 'number of members' by 'the hours of meeting' = 'total'
 $A \times B = C$ EXAMPLE: **6 members x 1 hour meeting = 6 total**

MEETING COSTS: Report all costs to hold the meeting. Include postage for notices, hall rental, office supplies, refreshments for the meetings.

	A X B = C			
MEETING: DATE/TYPE	# MEMBERS AT MEETING?	# HOURS OF MEETING?	TOTAL	MEETING COSTS
Annual Election – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
TOTAL:				

ANNUAL OFFICER TRAINING COMPLETED ON (DATE): _____



financial life

200 N. Martingale Rd., Suite 405
 Schaumburg, IL 60173
 847-342-4500
 info@1891FinancialLife.com
 www.1891FinancialLife.com

ANNUAL ACTIVITY REPORT

PLEASE COMPLETE AND RETURN THIS FORM BY FEBRUARY 15, 2024.

Court / Impact Team Name and Number: _____

City: _____ **State:** _____ **Date:** _____

Please use this report to provide the number of activities allocated to meetings, events, or other Court / Impact Team sponsored activities. Individuals who volunteer on behalf of the Society can be included in your total hours. These statistics are required – they are necessary to maintain our not-for-profit status.

MONTHLY AND DIOCESAN ASSOCIATION MEETINGS

In this section we are referring to meetings, not fundraisers or charitable acts. This includes any meeting where two or more members were in attendance. Use the chart below to tally hours for meetings:

- A - MEMBERS:** Report the number of members at the meeting.
- B - HOURS:** Number of hours, EXAMPLE: a 1 hour meeting.
- C - TOTAL:** Multiply the 'number of members' by 'the hours of meeting' = 'total'
 $A \times B = C$ EXAMPLE: **6 members x 1 hour meeting = 6 total**

MEETING COSTS: Report all costs to hold the meeting. Include postage for notices, hall rental, office supplies, refreshments for the meetings.

	A X B = C			
MEETING: DATE/TYPE	# MEMBERS AT MEETING?	# HOURS OF MEETING?	TOTAL	MEETING COSTS
Annual Election – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
Meeting – date:				
TOTAL:				

ANNUAL OFFICER TRAINING COMPLETED ON (DATE): _____

FUNDRAISERS / CHARITABLE ACTS / ACTIVITIES

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

Fundraisers may include: Hearts and Hands events, Alzheimer’s Support, and Court / Impact Team Grant.

Charitable acts may be: Join Hands Day, Make a Difference Day, Blood Drives, Food Collections (events without matching funds or grants).

Activities may include: Church Picnics, Court Anniversary and Holiday parties, and other Court / Impact Team social gathering.

Planning Example:

- A - MEMBERS:** Report the number of members and volunteers that planned the event.
- B - HOURS:** Number of hours to plan, EXAMPLE: a 1 hour of planning.
- C - TOTAL:** Multiply the ‘number of members’ by ‘the hours of to plan’ = ‘total’
 $A \times B = C$ EXAMPLE: **6 members x 1 hour meeting = 6 total**

Event Example:

- D - MEMBERS:** Report the number of members and volunteers that worked on the event.
- E - HOURS:** How long was the event, EXAMPLE: 2 hours for Join Hands Day.
- F - TOTAL:** Multiply the ‘number of members’ X ‘the hours of event’ = ‘total’
 $D \times E = F$ EXAMPLE: **4 members x 2 hour Join Hands Day Event = 8 total**

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 / Impact Team and used for charitable contributions may be included.

PLANNING				EVENT					
	A	X	B =	C		D	X	E =	F
YOUR EVENT: DATE/TYPE OF EVENT	# MEMBERS TO PLAN?	# HOURS TO PLAN?	TOTAL 1		# MEMBERS AT EVENT?	# HOURS OF EVENT?	TOTAL 2	DISBURSEMENTS (FUNDS PAID OUT)	
TOTAL:									

PRESIDENT OR TREASURER SIGNATURE REQUIRED:

_____ POSITION PRINT NAME SIGNATURE

 _____ EMAIL PHONE DATE