1891 financial life

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

2026 ANNUAL ACTIVITY REPORT

SECRETARY PLEASE COMPLETE THIS FORM. RETURN THIS FORM BY FEBRUARY 15, 2027.

Impact Team Name and Number: _____

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

Please use this report to provide the number of activities allocated to meetings, events, or other 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.

MEETINGS & FELLOWSHIP

Meetings may include: Meetings, not fundraisers or community service. This includes any meeting where 1 or more officers and 2 or more members were in attendance.

Fellowship may include: Church Picnics, Anniversary and Holiday parties, and other social gatherings.

Use the chart below to tally hours for meetings and fellowship:

A **- MEMBERS:** Report the number of members at the meeting.

B **- HOURS:** Number of hours, EXAMPLE: 1 hour meeting.

C **- TOTAL:** Multiply the 'number of members' by the 'hours of meeting' = 'total'
A x B = C EXAMPLE: **6 members x 1 hour meeting = 6 total**

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

	A X B = C			
MEETING or ACTIVITY: DATE/TYPE	**# MEMBERS AT MEETING?**	**# HOURS OF MEETING?**	**TOTAL**	**MEETING COSTS**
Annual Election:				
TOTAL:				

ANNUAL OFFICER TRAINING COMPLETED ON (DATE): _____

FUNDRAISERS & COMMUNITY SERVICE

Report the number of events your 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, etc.
Community service may be: Join Hands Day, Make a Difference Day, Blood Drives, Food Collections (events without matching funds or grants).

Planning Example:

A **- MEMBERS:** Report the number of members and volunteers that planned the event.
B **- HOURS:** Number of hours to plan, EXAMPLE: 1 hour of planning.
C **- TOTAL:** Multiply the 'number of people' by the 'number of hours to plan' = 'total'
A x 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 and volunteers' X the 'hours of event' = 'total'
D x E = F EXAMPLE: **4 members x 2 hour Join Hands Day Event = 8 total**

DISBURSEMENTS: Report the total amount of money spent from your checking account 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 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 & VOLUNTEERS TO PLAN?	# HOURS TO PLAN?	TOTAL 1	# MEMBERS & VOLUNTEERS WORKED AT EVENT?	# HOURS OF EVENT?	TOTAL 2	DISBURSEMENTS (FUNDS PAID OUT)
TOTAL:							

The signature below certifies that I have examined this annual activity report and find it accurate in every respect:

PRESIDENT OR TREASURER SIGNATURE REQUIRED:

POSITION _____ PRINT NAME _____ SIGNATURE _____

EMAIL _____ PHONE _____ DATE _____

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Annual Election:				
TOTAL:				

ANNUAL OFFICER TRAINING COMPLETED ON (DATE): _____

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