

JACKSONVILLE CURIA – OUTLINE FOR ANNUAL REPORTS

PRAESIDIUM ANNUAL REPORT NUMBER: _____

HEADING/INTRODUCTION:

NAME OF PRAESIDIUM

PARISH AND LOCATION

PERIOD COVERED BY THIS REPORT

DATE FOUNDED

DAY AND TIME FOR WEEKLY MEETING.

NUMBER OF ACTIVE MEMBERS (Details will be given on last page.)

METHOD(S) OF RECRUITING AND EFFECTIVENESS

OFFICERS:

Spiritual Director

Address

Contact Info (Phone, Fax, E-Mail)

President

Date Began Duties / /

Date Officially Appointed / /

Address

Contact Info (Phone, Fax, E-Mail)

Vice President

Date Began Duties / /

Date Officially Appointed / /

Address

Contact Info (Phone, Fax, E-Mail)

Secretary

Date Began Duties / /

Date Officially Appointed / /

Address

Contact Info (Phone, Fax, E-Mail)

Treasurer

Date Began Duties / /

Date Officially Appointed / /

Address

Contact Info (Phone, Fax, E-Mail)

DETAILS OF WORK UNDERTAKEN:

List all assigned works; highlight new works

INVOLVEMENT IN COUNCIL AFFAIRS:

Any council officers, council committees, number who attended Acies, Reunion, other Council Functions.
Extension calls made; participation in recruiting drives.

METHOD OF HANDBOOK STUDY:

METHOD OF SOLICITING MARIA LEGIONIS SUBSCRIPTIONS AND RESULTS:

S-M-A-R-T GOALS (Future Plans)

S = Specific, M = Measurable, A = Attainable, R = Realistic, T = Trackable (State how you will measure and track.)

Results in meeting last year's Goals:

Goals for the next year:

MOST INTERESTING CASE

FINANCIAL REPORT

Beginning Balance (Date)

Income:

Secret Bag
Handbooks, etc.
Other Donations

Total Income

Total Funds Available

Expenses:

Curia Donations
Mass for Deceased Legionaries
Handbooks and other Books
Leaflets, Printing Costs
Supplies (Candles, Flowers, etc.)
Other Expenses

Total Expenses

Ending Balance (Date)

Books were audited on (Date)

PRAESIDIA REPORT STATISTICS FOR ANNUAL REPORT:

(Form WCR)

MEMERSHIP:

Active
Praetorians
Auxiliaries
Adjutorians

Note: Statistics must be reported in this order.

You may copy this form and use it.

RESULTS

Returns
Marriages Validated
Baptisms - Adult
Baptisms - Children
Other Results

Door-to-door Visits
Door-to-door Contacts
Other Homes Visited
Other Home Contacts
Social Service Hours
Hospital Contacts
Nurshing Home Contacts
Book Barrow Contacts
Jail Contacts
Eucharistic Minister Visits
Communions on EM Visits
Enthronements of Sacret Heart
Pilgrim Virgin Visits
Other Visits

Hours Worked with Juniors
Hours of Extension
Hours of Adult Instruction
Hours of CCD

Literature Distributed
Sacramentals Distributed

You may also add a closing statement.

Report should be signed by President and approved by Spiritual Director.