



## 9.3 CONFERENCE/COUNCIL ANNUAL REPORT

This revised Annual Report document is designed to provide a consistent reporting format that will accomplish three things:

- a) provide a template that will lend itself to assisting the members of the National Council of Canada to speak with some authority and knowledge regarding the activities of all conferences and councils in Canada;
- b) provide a template for conferences and councils to measure the scope of service according to the Rule and Canadian statutes;
- c) enable a comprehensive annual report to be prepared for International Council General.

The report and guide has been redesigned into the following three parts:

(All forms are available on our website: [www.ssvp.ca/Forms](http://www.ssvp.ca/Forms))

**SECTIONS A and B: Statistical data related to activities (Conferences and Councils)**

**SECTIONS C and D: Administrative information for Councils only**

**SECTIONS E: Financial reporting (Conferences and Councils)**

Conferences and Councils should keep a monthly running total so that yearend report is entry of the total for the calendar year.

Most of what is requested is statistical data. This statistical information is important for the National Council's reports to several areas that include, (a) to the federal government, (b) to the International Council General, (c) the public, (d) donors, (e) church authorities as information, and (e) to all members of the Society.

No longer can we seem to be nebulous in our responses. It is imperative to be knowledgeable at all level of the Society of who is doing what.

As well, these annual reports will assist the Canadian National Council to focus in areas of growth and development, special activities, education and support.

**Regional reports are due in to the National Office in Ottawa by March 30<sup>th</sup> of the following year in order that the annual report may be compiled for the AGA Annual Report in June.**



9.3 A-B

**ANNUAL REPORT**  
**-SECTIONS A and B-**  
**FOR CONFERENCES AND COUNCILS**  
**FOR YEAR – 2016**

Name of reporting Conference/Council: \_\_\_\_\_

Name of reporting Conference/Council President: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone number : \_\_\_\_\_

Please refer to the National Council Annual Report Guide (9.4 A-B), available on our website. The form can be completed and saved with Acrobat Reader directly from a computer. To access the guide when using Acrobat Reader, simply point your arrow on the line number.

**SECTION A**

**MEMBERSHIP**

DESCRIPTION	LINE	TOTAL
Active adult members in the Conference/Council (ages 36 yrs. & above) :	<u>001</u>	
Young adult members (aged 18 yrs. – 35 yrs.):	<u>002</u>	
Youth members (aged 17 yrs. & under):	<u>003</u>	
Auxiliary members:	<u>004</u>	
Total number of members:	<u>005</u>	

Spiritual Advisor: (Should not be included in total number of members, line 005)	<u>006</u>	
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**Volunteer hours**

Number of volunteer hours (visits, meetings, fundraising, etc.)	<u>007</u>	
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**HOME VISITATIONS**

Number of homes visited:	<u>010</u>	
Number of times the homes were assisted:	<u>011</u>	
Number of adults served in the homes on line 010:	<u>012</u>	
Number of children served in the homes on line 010:	<u>013</u>	

Number of visits to the sick (home/hospitals/homes for the aged) :	<u>014</u>	
Number of friendly visits to persons (home/homes for the aged) :	<u>015</u>	

**SOCIAL JUSTICE**

Number of male inmates visited in prison:	<u>020</u>	
Number of female inmates visited in prison:	<u>021</u>	
Total number of visits to these prisoners:	<u>023</u>	
Number of male inmates assisted upon release:	<u>024</u>	
Number of female inmates assisted upon release:	<u>025</u>	

Does your Conference/Council have a Social Justice representative or committee? (Conferences: enter 1 if yes)	<u>026</u>	
Is Social Justice an agenda item at all meetings? (Conferences: enter 1 if yes)	<u>027</u>	
Please describe how your Conference/Council is active in Advocacy: (Please check if description is attached <input type="checkbox"/> )	<u>028</u>	

Please describe how your Conference/Council is active in Systemic Change Projects: (Please check if description is attached <input type="checkbox"/> )	<u>029</u>	
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**SUMMER CAMPS** N/A 

Number of boys sent to camps :	<u>030</u>	
Number of girls sent to camps:	<u>031</u>	
Total number of children sent to camps:	<u>032</u>	

**OTHER TYPES OF ASSISTANCE PROVIDED** N/A 

DESCRIPTION	LINE	TOTAL
Other types of assistance provided: (transportation to medical appointments, Mass, hospitals, seniors' residences, etc.) Detail: <i>(Please check if list attached <input type="checkbox"/>)</i>	<u>040</u>	
Number of adults served :	<u>041</u>	
Number of children served :	<u>042</u>	

**TWINNING** N/A 

Number of internal twins where the conferences/councils are donors (within Canada) :	<u>101</u>	
Number of external twins where the conferences/councils are donors (outside of Canada) :	<u>102</u>	
Name and location of twins: <i>(Please check if list attached <input type="checkbox"/>)</i>	<u>103</u>	
Frequency of spiritual bonds :	<u>104</u>	
Frequency of communication :	<u>105</u>	
Financial support for regular twinning (enter amount in \$):	<u>106</u>	
Financial support for projects (enter amount in \$):	<u>107</u>	

**SECTION B OTHER SPECIAL WORKS ACTIVITIES**

(These Special Works Activities are generally run by Councils. If the activity does not apply to your Conference/Council, please check the box "N/A")

**STORES/OUTLETS OPERATIONS** N/A 

DESCRIPTION	LINE	TOTAL
Number of Non Incorporated Stores <i>Provide list of stores: (Please check if list attached <input type="checkbox"/>)</i>	<u>201</u>	
Number of Incorporated Stores: <i>Provide list of stores and Incorporation Numbers: (Please check if list attached <input type="checkbox"/>)</i>	<u>202</u>	
Number of Outlets:	<u>203</u>	
Number of vouchers provided:	<u>204</u>	
Total estimated value of vouchers on line 204: (\$)	<u>205</u>	
Estimate of total value of merchandise given in charity (free): (\$)	<u>206</u>	
Number of Employees:	Full time:	<u>207</u>
	Part-time:	<u>208</u>
Number of Volunteers:	<u>209</u>	
Estimate of total Volunteer hours:	<u>210</u>	
Total Store and Outlet income: (\$)	<u>211</u>	
Total Expenditures: (\$)	<u>212</u>	
Number of Spiritual Advisors:	<u>213</u>	

**SOUP KITCHENS**      N/A 

DESCRIPTION		LINE	TOTAL
Number of Soup Kitchens owned by the SSVP:		<u>301</u>	
Number of Soup Kitchens with partnership: Enter details about the partners: <i>(Please check if list attached <input type="checkbox"/>)</i>		<u>302</u>	
Number of meals served:		<u>303</u>	
Number of people served:		<u>304</u>	
Number of Employees:	Full time:	<u>305</u>	
	Part-time:	<u>306</u>	
Number of Volunteers:		<u>307</u>	
Estimate of total Volunteer hours:		<u>308</u>	
Total cost to operate the Soup Kitchens : (\$)		<u>309</u>	
Number of Spiritual Advisors:		<u>310</u>	

**FOOD BANKS**      N/A 

Number of Food Banks owned by the SSVP:		<u>401</u>	
Number of Food Banks with a partnership: Enter details about the partners: <i>(Please check if list attached <input type="checkbox"/>)</i>		<u>402</u>	
Number of people served:		<u>403</u>	
Number of Employees	Full time:	<u>404</u>	
	Part-time:	<u>405</u>	
Number of Volunteers:		<u>406</u>	
Estimate of total Volunteer hours:		<u>407</u>	
Total cost to operate the Food Banks: (\$)		<u>408</u>	
Number of Spiritual Advisors:		<u>409</u>	

**SHELTERS**      N/A 

Number of Shelters owned by SSVP:		<u>501</u>	
Number of Shelters with partnership: Enter details about the partners: <i>(Please check if list attached <input type="checkbox"/>)</i>		<u>502</u>	
Types of Shelters: <i>(Please check if list attached <input type="checkbox"/>)</i>		<u>503</u>	
Number of men served:		<u>504</u>	
Number of women served:		<u>505</u>	
Number of children served:		<u>506</u>	
Total number of people served:		<u>507</u>	
Number of Employees:	Full time:	<u>508</u>	
	Part-time:	<u>509</u>	
Number of Volunteers:		<u>510</u>	
Estimate of total Volunteer hours:		<u>511</u>	
Total cost to operate the Shelters: (\$)		<u>512</u>	
Number of Spiritual Advisors:		<u>513</u>	

**DROP-IN CENTERS**      N/A 

DESCRIPTION		LINE	TOTAL
Number of Drop-In Centres owned by SSVP:		<u>601</u>	
Number of Drop-In Centres with partnership: Enter details about the partners: <i>(Please check if list attached <input type="checkbox"/>)</i>		<u>602</u>	
Types of services provided: <i>(Please check if list attached <input type="checkbox"/>)</i>		<u>603</u>	
Number of men served:		<u>604</u>	
Number of women served:		<u>605</u>	
Number of children served:		<u>606</u>	
Total number of people served:		<u>607</u>	
Number of Employees:	Full time:	<u>608</u>	
	Part-time:	<u>609</u>	
Number of Volunteers:		<u>610</u>	
Estimate of total Volunteer hours:		<u>611</u>	
Total cost to operate the Drop-In Centres: (\$)		<u>612</u>	
Number of Spiritual Advisors:		<u>613</u>	

**LOW-COST HOUSING UNITS**      N/A 

Number of Low-Cost Housing Units owned by SSVP:		<u>701</u>	
Number of Low-Cost Housing Units with partnership: Enter details about the partners: <i>(Please check if list attached <input type="checkbox"/>)</i>		<u>702</u>	
Cities: <i>(Please check if list attached <input type="checkbox"/>)</i>		<u>703</u>	
Number of families served:		<u>704</u>	
Number of single men served:		<u>705</u>	
Number of single women served:		<u>706</u>	
Number of Spiritual Advisors:		<u>707</u>	

**SUMMER CAMPS**      N/A 

Number of Summer Camps owned by SSVP:		<u>801</u>	
Number of Summer Camps with partnership: Enter details about the partners: <i>(Please check if list attached <input type="checkbox"/>)</i>		<u>802</u>	
Location/s: <i>(Please check if list attached <input type="checkbox"/>)</i>		<u>803</u>	
Number of camping days held in the previous year:		<u>804</u>	
Number of boys attending:		<u>805</u>	
Number of girls attending:		<u>806</u>	
Total number of attending children:		<u>807</u>	
Number of Employees (Counselors):	Full time:	<u>808</u>	
	Part-time:	<u>809</u>	
Number of Volunteers:		<u>810</u>	
Estimate of total Volunteer hours:		<u>811</u>	
Total cost to operate the Summer camps: (\$)		<u>812</u>	
Number of Spiritual Advisors:		<u>813</u>	

**OTHER SPECIAL WORKS/PROGRAMS** not previously named that are run by the Conference/Council (e.g. can include tutoring programs, street outreach, breakfast programs, assistance with mentally challenged, back to work programs, refugee integration). N/A

DESCRIPTION	LINE	TOTAL
Number of other Special Work/Programs owned by the SSVP:	<u>901</u>	
Number of other Special Work/Programs with partnership: Enter details about the partners: <i>(Please check if list attached)</i> <input type="checkbox"/>	<u>902</u>	
Brief description of work or program: <i>(Please check if attached)</i> <input type="checkbox"/>	<u>903</u>	
Locations: <i>(Please check if list attached)</i> <input type="checkbox"/>	<u>904</u>	
Number of men served:	<u>905</u>	
Number of women served:	<u>906</u>	
Number of children served:	<u>907</u>	
Total number of people served:	<u>908</u>	
Number of Employees:	Full time:	<u>909</u>
	Part-time:	<u>910</u>
Number of Volunteers:	<u>911</u>	
Estimate of total Volunteer hours:	<u>912</u>	
Total cost to operate the Special Work/Programs: (\$)	<u>913</u>	
Number of Spiritual Advisors:	<u>914</u>	

**Other information of interest that can be shared about your Conference activities:**

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President
Date
Secretary
Date

Reports can be sent electronically by email. However, a signed paper copy must still be provided to the next higher Council.

**Conferences: Please forward your Report: Sections A-B, and Section E (Financial Report) to the next higher Council.**

(All forms are available on our website: [www.ssvp.ca/Forms](http://www.ssvp.ca/Forms))

**Particular, Central and Regional Councils: Please forward your report; Sections A-B, C-D and E (Financial Report) to the next higher Council.**