



9.4 A-B

ANNUAL REPORT GUIDE -SECTIONS A and B - FOR CONFERENCES AND COUNCILS 2016

*In all areas, please enter information or check the box N/A if not applicable.
This will ensure that an area is not forgotten.*

SECTION A Conferences and Councils

MEMBERSHIP

LINE	DESCRIPTION
001	Enter the number of active adult members that are aged 36 and older. Please refer to the Rule and Statutes, Art. 1.4.1.1 for a full definition of a full member.
002	Enter the number of young adult members aged 18 to 35
003	Enter the number of youth members aged 17 and under
004	Enter the number auxiliary members. Please refer to the Rule and Statutes, Art. 1.4.1.2 for a full definition.
005	Total members (add line 001 to line 004)
006	Conferences: enter 1 if you have a Spiritual Advisor. Councils: Add the number of Spiritual Advisors of Conferences/Councils in your area.
007	Enter the total number of hours donated by volunteers.

HOME VISITATIONS

010	Enter the number of homes visited in the reporting period (Jan 1 st to Dec 31 st), e.g. 12 homes = 12 different addresses. Even if a home is visited several times, it only counts as one home visited.
011	Enter the number of times that the Conference helped the families (or people living alone) in the homes (from line 010). Include the total number of visits, deliveries and all other assistance provided to the homes. On this line, a home can be assisted more than once in the course of a year.
012	Enter the number of adults that were served in (010) above. Even if an individual is served several times, you only count him or her once.
013	Enter the number of children (under 18) that were served in (010) above. Even if an individual is served several times, you only count him or her once.

Visits to the Sick/Shut-Ins NOTE: Generally, these are the sick and shut-ins of your parish. Certainly a very integral part of Vincentian work. This is defined as friendly visiting, **not** for the purpose of bringing food or other types of assistance.

014	Enter the number of visits to the sick you have conducted in your conference area.
015	Enter the number of visits to the shut-ins you have conducted in your conference area.

SOCIAL JUSTICE

020	Enter the number of male inmates visited
021	Enter the number of female inmates visited
023	Enter the number of times the Conference/Council visited the prison building.
024	Enter the number of male inmates that were released from prison to which you provided assistance.
025	Enter the number of female inmates that were released from prison to which you provided assistance.
026	Conferences: enter 1 if you have a Social Justice representative or committee. Councils: enter the total amount of representatives and/or committees for Conferences/Council in your region.
027	Conferences: enter 1 if Social Justice is an agenda item at all meetings. Councils: enter the total of positive answers from Conferences/Council in your region.
028	If the Conference/Council is active in advocacy, please enter description.
029	If the Conference/Council is active in Systemic Change, please enter description.

SUMMER CAMPS

030	Enter the number of boys sent to camps
031	Enter the number of girls sent to camps
032	Total children sent to camps (030 + 031)



OTHER TYPES OF ASSISTANCE PROVIDED

- 040 Enter the other types of assistance provided. With details.
- 041 Enter the number of adults served in line 040.
- 042 Enter the number of children served in line 040.

TWINNING

- 101 Enter the number of internal (in Canada) twinned Conferences/Councils your Conference/Council donates to.
- 102 Enter the number of external (not in Canada) twinned Conferences/Councils your Conference/Council donates to.
- 103 Enter the name and location of the twins your Conference/Council donates to.
- 104 Enter total of intentions, masses offered, joint rosary and video links.
- 105 Enter total of letters received, emails, telephone, Skype and other forms of communication.
- 106 Enter the total financial support sent for regular twinning.
- 107 Enter the total financial support sent for projects that you arranged through the National Council.

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 "Does not apply")

Definitions:

Stores – is defined as a location where goods are both sold and given away via vouchers. Usually a store has employees and volunteers, or only volunteers.

Outlet – is defined as a location that provides goods free of any charges. Usually volunteer operated.

Incorporation Numbers- National needs to have reference list of numbers. Often we receive communications intended for entities that have numbers for which we have no record. These communications need to be forwarded to the correct entity. As a National body we should have these records readily available.

Where **dollar values** are requested, this again will enable the SSVP to correctly speak about its scope of work and charity that is provided to the poor.

Employees – this will provide a picture of the SSVP as an employer, thus contributing to the economy of the country by employing persons. We do not simply ask for charity, we also put donations to work.

Volunteer hours are important in advising the government of our status as a volunteer organization in the business of special works. The total hours contribute to the charitable nature of the Society.

STORES/OUTLET OPERATIONS

LINE	DESCRIPTION
201	Enter the number of Non Incorporated Stores and list them.
202	Enter the number of Incorporated Stores and list them with their Incorporation Number.
203	Enter the number of Outlets
204	Enter the number of vouchers honoured by stores.
205	Enter the estimated total dollar value of the voucher in line 204.
206	Enter the amount in \$
207	Enter the number of full-time employees
208	Enter the number of part-time employees
209	Enter the number of volunteers
210	Enter the estimated number of hours donated by volunteers
211	Enter amount in \$
212	Enter amount in \$
213	Enter the number of Spiritual Advisors



SOUP KITCHEN

- 301 Enter the number of Soup Kitchens owned by the SSVP only.
- 302 Enter the number of Soup Kitchens where there is a partnership. Enter details about the partners.
- 303 Enter the number of individual meals served.
- 304 Enter the number people served (one person can receive more than one individual meals).
- 305 Enter the number of full-time employees
- 306 Enter the number of part-time employees
- 307 Enter the number of volunteers
- 308 Enter the estimated number of hours donated by volunteers
- 309 Enter amount in \$
- 310 Enter the number of Spiritual Advisors

FOOD BANKS

- | LINE | DESCRIPTION |
|------|------------------------------------------------------------------------------------------------|
| 401 | Enter the number of Food Banks owned by the SSVP only. |
| 402 | Enter the number of Food Banks where there is a partnership. Enter details about the partners. |
| 403 | Enter the number of people served |
| 404 | Enter the number of full-time employees |
| 405 | Enter the number of part-time employees |
| 406 | Enter the number of volunteers |
| 407 | Enter the estimated number of hours donated by volunteers |
| 408 | Enter amount in \$ |
| 409 | Enter the number of Spiritual Advisors |

SHELTERS

A shelter is a temporary refuge or residence.

- 501 Enter the number of Shelters owned by the SSVP only.
- 502 Enter the number of Shelters where there is a partnership. Enter details about the partners.
- 503 Enter details of the types of shelters
- 504 Enter the number of men served
- 505 Enter the number of women served
- 506 Enter the number of children served
- 507 Total number of people served (504+505+506)
- 508 Enter the number of full-time employees
- 509 Enter the number of part-time employees
- 510 Enter the number of volunteers
- 511 Enter the estimated number of hours donated by volunteers
- 512 Enter amount in \$
- 513 Enter the number of Spiritual Advisors

DROP-IN CENTRES

- 601 Enter the number of Drop-In Centres owned by the SSVP only.
- 602 Enter the number of Drop-In Centres where there is a partnership. Enter details about the partners.
- 603 Enter the types of services provided
- 604 Enter the number of men served
- 605 Enter the number of women served
- 606 Enter the number of children served
- 607 Total number of people served (604+605+606)
- 608 Enter the number of full-time employees
- 609 Enter the number of part-time employees
- 610 Enter the number of volunteers
- 611 Enter the estimated number of hours donated by volunteers
- 612 Enter amount in \$
- 613 Enter the number of Spiritual Advisors



LOW-COST HOUSING UNITS

- 701 Enter the number of Low-Cost Housing Units owned by the SSVP only. If there are several units in a building, enter the total number of units.
- 702 Enter the number of Low-Cost Housing Units where there is a partnership. If there are several units in a building, enter the total number of units. Enter details about the partners.
- 703 Enter location by the city only (no addresses)
- 704 Enter the number of families served
- 705 Enter the number of single men served
- 706 Enter the number of single women served
- 707 Enter the number of Spiritual Advisors

SUMMER CAMPS

LINE	DESCRIPTION
801	Enter the number of Summer Camps owned by the SSVP only.
802	Enter the number of Summer Camps where there is a partnership. Enter details about the partners.
803	Enter location by the city only (no addresses)
804	Enter the number of days
805	Enter the number of boys attending
806	Enter the number of girls attending
807	Enter total of children attending (805+806)
808	Enter the number of full-time employees
809	Enter the number of part-time employees
810	Enter the number of volunteers
811	Enter the estimated number of hours donated by volunteers
812	Enter amount in \$
813	Enter the number of Spiritual Advisors

OTHER SPECIAL WORKS/PROGRAMS

- 901 Enter the number of Special Work/Program owned by the SSVP only.
- 902 Enter the number of Special Work/Program where there is a partnership. Enter details about the partners.
- 903 Enter a brief description of the work or program.
- 904 Enter location by the city only (no addresses)
- 905 Enter the number of men served
- 906 Enter the number of women served
- 907 Enter the number of children served
- 908 Enter total number of people served (905+906+907)
- 909 Enter the number of full-time employees
- 910 Enter the number of part-time employees
- 911 Enter the number of volunteers
- 912 Enter the estimated number of hours donated by volunteers
- 913 Enter amount in \$
- 914 Enter the number of Spiritual Advisors

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)

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