**Guidelines for Council Report** ----- (Please submit four (4) copies to the Senatus: 2 for the secretary, 1 for the president, 1 for the correspondent. **Limit report to five minutes in length!**)

**Council Report to Senatus**:
This is the report of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Curia/Comitium/Regia, covering the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**The officers are:**Spiritual Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Vice-president \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Secretary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Assistant Secretary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
(Assistant Treasurer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

(Please introduce any officers and visitors present.)

We currently have a total of \_\_\_\_\_\_\_ attached Praesidia (\_\_\_\_\_ senior and \_\_\_\_\_ junior) with \_\_\_\_\_\_ active and \_\_\_\_\_\_\_ Auxiliary members. There are \_\_\_\_\_\_\_ officer vacancies in Praesidia.

\_\_\_\_\_\_\_\_ members subscribe to Maria Legionis magazine.
[For Comitia/Regia only]
We also have \_\_\_\_\_\_\_ attached Curiae. List each Curia and location separately with number of \_\_\_\_\_\_ senior Praesidia and \_\_\_\_\_\_\_\_ junior Praesidia and \_\_\_\_\_active and \_\_\_\_\_auxiliary members. ] There are \_\_\_\_\_\_\_ officer vacancies \_\_\_\_ in Curiae (State if any Spiritual Director vacancies in Curiae).

\_\_\_\_out of a total of \_\_\_\_Parishes (or state percentage) in our Council area have active Praesidia.

**Attendance:** Average attendance at Council meetings is \_\_\_\_\_% and at officers’ meetings is \_\_\_\_\_%.

**Treasurer’s Report**: (Only report below information. You may include fuller report as attachment.)

Previous Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Income: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Expenses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_other than Senatus donations
Donations to Senatus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Final Balance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Council functions** held since the last report were \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (include attendance).

Report on Duties of Council:

**Visitation**:  \_\_\_\_Praesidia (and \_\_\_\_Curiae) have been visited since last report.

**Extension and Organization** – (List any Praesidia under organization and extension efforts. How are you going about extension?)

**Assigned Works:**

(List only ***assigned***works being done on a ***regular*** basis during this reporting period.)

(Highlight ***one*** favorite, unique or new work that may serve as an example to other Praesidia or Councils.   Describe what, where, how of the work. What difficulties were overcome to start/continue this work?)

**Highlights:**  (Comment on one or two significant results or highlights.)

**Problems:**

(What is one of your biggest problems and what is your plan in resolving it?)

**Goals:**

(What was your goal from last report and did you achieve it? What is your specific goal for this report? Include your specific planned steps you will undertake in order reach your goal.)

Submitted by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.