***Please submit three (3) copies to the Senatus***

Report should include the following information:

* Membership

Name of praesidium

Parish

Date

Period covered

Names of officers and active members; any officer vacancies

Numbers of

active, praetorian,
auxiliary, adjutorian members

recruiting contacts

guests

members gained, members
lost

members subscribing to
*Maria Legionis* magazine

* Meeting

% attendance at praesidium meeting

Officers’ % attendance at Senatus meeting

Method of handbook study

* Assigned Works *(The report should****NOT****include non-assigned works.)*

List works done under each of the following categories:

Conversion

Conservation

Consolation

Other

Describe approach on each type of work

How often is each work done?

Comment on **highlights** and **significant results**

* Functions
*(The report should****NOT****include non-Legion functions.)*

Attendance at Legion functions (Acies, Annual General Reunion, September Function, Outdoor Function)

Special Legion-sponsored activities held or participated in (i.e. Retreat, PPC, etc.)

* Treasurer’s Report

Previous balance

Total income

Senatus donations

Total expenses

Balance on hand

* Problems: What is your biggest problem and what will you do about it?

* Goals: List one or two goals and how you plan to accomplish the goal. List steps and dates if you can.