***Please submit a copy to each Council officer.***

Report should include the following information:

* **Membership**

Date of Report

 Name of Praesidium, Parish, Location

 Time period covered in report.

Names of officers and active members; any officer vacancies

Numbers of

active, praetorian, auxiliary, adjutorian members

recruiting contacts made

guests at meetings

members gained; members lost

members subscribing to *Maria Legionis* magazine

* **Meeting**

Percent attendance at praesidium meetings

Officers’ percent attendance at Senatus meeting

* **Assigned Works by the President***(The report should****NOT****include non-assigned works done by individuals or outside the Legion system.)*

List works done regularly under each of the following categories:

Conversion

Conservation

Consolation

**Describe new, unique or interesting works** **and highlights / results** such as conversions, returns to the Sacraments, sponsorships, etc.

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

 Legion function attendance / highlights (Acies, Annual General Reunion, September Function, Outdoor Function)

Special Legion-sponsored activities held or participated in (i.e. Annual Retreat, PPC, Evangelization Day, Congress, Workshop, etc.)

* **Treasurer’s Report**

Previous balance

Total income

Senatus donations

Total expenses (include Mass for deceased Legionaries)

Balance on hand

Treasurer’s Audit.

* **Problem(s**): What is your biggest problem and *what can you do about it*?

* **Goals**: List one or two goals and how you plan to accomplish each goal. List steps and target dates.

(While the written report may be any length as desired for reporting; **the “read” report at the council meeting should be limited to 5 minutes.)**