

## **Chapter Report Guidelines**

(Please be sure to use the official Diocese letterhead for your report.)

Date

Parish Name and Address

Priest's Name

Name of Chapter

Current Chapter President's address, phone numbers (home, cell, work) and e-mail.

**If there is a change of officers the incoming President's** mailing address, phone numbers (home, cell, work) and e-mail address.

- A. List your good works and/or ongoing programs in the following areas:
  1. Archdiocese- (Project contribution and national meeting attendance)
  2. Diocese- (Project fundraiser information and Diocese meeting attendance)
  3. Local Community- (Outreach, civic service, humanitarian care for others)
  4. Parish- (Celebrations, meals of mercy, other fundraisers, projects, etc.)
  
- B. List all programs you have had to promote Spiritual Growth, Evangelism, Outreach or Fellowship (social activities, retreats, workshops, classes- how successful were they and why?)
  
- C. Membership (your total membership, average meeting attendance, increases or decreases during the year, reasons for change in membership.)
  
- D. Do you set aside time in your agenda to report and discuss the Diocese and Archdiocese correspondence and activities? Do you use the NAB religious and other NAB program materials?
  
- E. Include any comments, suggestions, concerns or questions you may have and attach any appropriate background material; if you wish to discuss or place any of these items on the meeting agenda, please contact the Diocese President in advance of the meeting date.
  
- F. All Parish Chapter Presidents and all Regional Officers and Coordinators are required to provide written reports for each Parish Life Conference. If you attend the Fall Meeting you may give an oral report. If you are unable to attend please submit a written report.

This form is a guide, please feel free to alter or supplement the format above. New ideas are always welcome. **It is very important that you submit the contact information in order to keep the line of communications open.**

**Thank you for all of your hard work!**