



2019

# YOUTH

## ANNUAL CONFERENCE REPORT

<b>Fiscal year:</b>	<b>10/1/2018 – 9/30/2019</b>	<b>1/1/2019– 12/31/2019</b>
Deadline:	November 30, 2019 (60 Days)	January 31, 2020 (30 Days)

(ARCH)DIOCESAN COUNCIL: \_\_\_\_\_ District Council: \_\_\_\_\_

YOUTH CONFERENCE NAME: \_\_\_\_\_ Type: \_\_\_\_\_  
(TYPES: PARISH YOUTH GROUP, GRADE SCHOOL, HIGH SCHOOL)

ADDRESS: \_\_\_\_\_  
Street City State Zip Phone

REPORTING PERIOD FROM: \_\_\_\_\_ TO \_\_\_\_\_ (12 MONTHS) OR SCHOOL YEAR \_\_\_\_\_

FREQUENCY OF MEETINGS (CHECK ONE): WEEKLY \_\_\_\_\_ EVERY OTHER WEEK \_\_\_\_\_ MONTHLY \_\_\_\_\_ OTHER \_\_\_\_\_

ADULT MODERATOR'S NAME: \_\_\_\_\_ PHONE/EMAIL: \_\_\_\_\_

# OF STUDENTS IN FOLLOWING GRADE LEVELS: \_\_\_\_\_ k-2 \_\_\_\_\_ 3-5 \_\_\_\_\_ 6-8 \_\_\_\_\_ FRESHMAN/SOPHOMORE \_\_\_\_\_ JUNIOR/SENIOR

TOTAL NUMBER OF MEMBERS: \_\_\_\_\_ # CONTINUING MEMBERS NEXT YEAR: \_\_\_\_\_

### Treasurer's Report (includes Youth Member Fundraising and Expenses)

<b>Account Balance on October 1, 2017/January 1, 2017/School Year Start</b>	<b>\$</b>
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#### Income (Please round all figures to the nearest dollar)

1. Donations Received	\$		
2. Membership fees if any collected	\$		
3. Activity/event fees	\$		
4. Fundraising	\$		
5. Other - Misc. Receipts	\$		
<b>Total Receipts (1 thru 5)</b>			+ \$

#### Expenses (Please round all figures to the nearest dollar)

6. Those We Serve	\$		
7. Activity/event fees	\$		
8. Fundraising expenses	\$		
9. Supply expenses	\$		
10. Service project expenses	\$		
11. Other	\$		
<b>Total Expenses</b>			- \$
<b>Ending Balance: Beginning Balance + Total Income – Total Expenses =</b>			<b>\$</b>

WHAT DID THE CONFERENCE SUCCESSFULLY ACCOMPLISH THIS YEAR? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CONFERENCE PLANS FOR NEXT YEAR? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

WHAT CAN WE DO TO BETTER SUPPORT YOUTH CONFERENCES? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Service Projects**  
**(PLEASE PROVIDE THE FOLLOWING DETAILS)**

Project Description	Total Youth Hours Donated			Total Adult Hours Donated		
	Number of Youth Members Involved	Average hours spent on project	Total Hours	Number of Adults Involved	Average hours spent on project	Total Hours
<b>Totals:</b>						
*Attach more sheets as needed						

TOTAL HOURS OF SERVICE: YOUTH	
TOTAL HOURS OF SERVICE: ADULTS	

\_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ \_\_\_\_\_  
 Signature of Adult Moderator      Phone      Email      Date

Ideally, Conferences should enter details online. Contact Julie Witzel for details or email your report to [jwitzel@svdpusa.org](mailto:jwitzel@svdpusa.org) or mail to:

Youth Annual Report/Julie Witzel  
 National Council – Society of St. Vincent de Paul  
 58 Progress Parkway  
 Maryland Heights, MO 63043-3706



## INSTRUCTIONS FOR COMPLETING YOUTH CONFERENCE ANNUAL REPORT

This report form is intended to promote more timely, accurate, and consistent reporting. It is essential to have your Youth Conference annual report completed properly and returned on time so that we can responsibly publish our consolidated National results and comply with the requirements of our tax-exempt status.

This Conference report form must be used by all Youth Conferences. **Please do not use older versions of this form.** Remember that the key to good reporting is keeping good records throughout the reporting year [i.e., monthly and quarterly reporting]. Please read these instructions carefully. More detailed explanations may be found in the Treasurer's Manual and Secretary's Minute Book. If you have any questions on reporting, contact your local Council or Julie Witzel ([jwitzel@svdpusa.org](mailto:jwitzel@svdpusa.org)) for support.

Your cooperation is appreciated.

### INSTRUCTIONS FOR COMPLETING FORM:

**(Arch)Diocesan Council Name:** Enter the name of the (Arch)Diocesan Council in which this Conference exists. If no (Arch)Diocesan Council exists, enter the name of the Diocese.

**District Council Name:** Enter the name of the District Council of which this Conference is part. If this is an Isolated Conference, leave this blank.

**Youth Conference Name:** Enter the Conference Name.

**Type:** Enter if the youth Conference is grade school, high school based, or Parish based

**Address:** Enter the address, city, state, zip code, and phone number of the Conference.

**REPORTING PERIOD:** Always a 12-month period (shorter for new Conferences only); either the standard fiscal year of the Society (Oct. 1 – Sept. 30), a calendar fiscal year (Jan. 1 – Dec. 31), or a school year. New Conferences will typically have less data than 12 months, but the dates should reflect the fiscal year.

**Grade levels of Members:** Enter the number of members that fall under each grade level

**Number of Members:** How many youth actively participated in meetings throughout the year

**Continuing Members Next Year:** Enter the number of members that plan to continue with the Conference next year

**TREASURER’S REPORT:** This portion of the report includes the financial data from the Youth Conference. Please keep in mind that this is not a reconciliation of a single account. **This reflects all activity in all accounts.**

**Balance Forward** – when entering Balance information, include the balances of **ALL accounts** owned by the Youth Conference: checking, savings, CDs, investment accounts, reserve accounts, etc.

Beginning Balance: This is the Ending Balance as it appeared on last year’s Annual Conference Report.

**REMEMBER:**

	BEGINNING BALANCE
+	TOTAL INCOME
-	TOTAL EXPENSES
=	ENDING BALANCE

**CONFERENCE QUESTIONS:** This portion of the report includes four questions that are meant for the adult moderator to be able to share their thoughts and opinions in a National level. Any important information, issues, concerns, or requests may be addressed here.

**SERVICE PROJECTS:**

Project Description: Briefly describe the service project performed.

Number of Youth Members Involved: How many youth members were involved with the project?

Number of Adults Involved: How many adult moderators/volunteers were involved with the project?

Average hours spent on project: Average number of hours each individual worked on the project.

Total Hours: Multiply “Number of youth members involved” by “average hours spent on project”

Totals: Add “Total Hours” of all service projects listed.

Total Hours of Service: Youth: All youth hours spent in *any* activity relative to the Society of St. Vincent de Paul, including all hours helping people, attending meetings, travel time, workshops, SVdP spiritual gatherings, etc.

Total Hours of Service: Adults: All adult hours spent in *any* activity relative to the Society of St. Vincent de Paul, including all hours helping people, attending meetings, travel time, workshops, SVdP spiritual gatherings, etc.