



**INSTRUCTIONS FOR COMPLETING REPORT FORM
For Twelve Month Period Ending December 31, 20__**

**Due By:
JANUARY 31**

***IMPORTANT**

- * Please type or print legibly.*
- * Please record information to reflect members and their families' participation at events coordinated by the State Council.*
- * Include financial contributions and hours of community service from all Special Olympics programs (i.e. "Family Leadership and support", "Invest in a Life", etc.)*
- * UNITS IN THE PHILIPPINES SHOULD REPORT ALL FINANCIAL DATA IN PESOS.*
- * MAKE A PHOTOCOPY OF SURVEY REPORT FOR YOUR STATE COUNCIL FILE.*

SECTION I. VOLUNTEER HOURS PROVIDED BY K of C MEMBERS AND THEIR FAMILIES TO SPECIAL OLYMPICS THROUGHOUT THE CALENDER YEAR:

State Council should only report volunteer hours for state/regional appointed chairmen/committees that oversee a State Council organized event. General volunteers at these events should be reported through local council reports.

SECTION II. NUMBER OF K of C VOLUNTEERS AT SPECIAL OLYMPICS GAMES AND EVENTS:

State Councils should report only the number of volunteers who are state/regional appointed chairmen/committees that oversee a State Council organized event. This not only includes volunteering at the games, but representing the State Council on any committees with Special Olympics throughout the year. The number of general volunteers should be reported through the local council reports.

SECTION III. NUMBER OF EVENTS IN WHICH K of C MEMBERS AND FAMILIES VOLUNTEER:

Reporting the number of events in which State Council appointed chairmen/committees and their families' volunteer at Special Olympics events in which the State Council oversees. The number of these events that Knights and their families volunteered who are not appointed by the State Council should be reported through the local council reports.

SECTION IV. TOTAL FUNDS CONTRIBUTED TO SPECIAL OLYMPICS:

Reporting the total funds that the State Council has contributed to Special Olympics. These funds should not include any grants from the Supreme Council or local council funds donated to Special Olympics.

SECTION V. NEW EVENTS ADDED THIS YEAR:

New events that the State Council was responsible for adding this year. This should not include games/programs added this year by local councils.

SECTION VI. SPECIAL OLYMPICS AFFILIATIONS:

State any affiliation that state officers, staff, and appointments serve/volunteer with Special Olympics.



For Twelve Month Period Ending December 31, 20__

Jurisdiction: _____

I. Volunteer Hours provided by K of C members and their families to Special Olympics throughout the calendar year.

1. State Games/Events	↓		↓			
2. Regional Games/Events	↓		↓			
3. Local Games/Events	↓		↓			
TOTAL VOLUNTEER HOURS						

II. Number of K of C Volunteers at Special Olympics Games and Events.

EVENT-SPECIFIC VOLUNTEERS

1. State Games/Events	↓		↓			
2. Regional Games/Events	↓		↓			
3. Local Games/Events	↓		↓			
Total Event-Specific						

YEAR-ROUND K of C VOLUNTEERS

1. State Games/Events	↓		↓			
2. Regional Games/Events	↓		↓			
3. Local Games/Events	↓		↓			
Total Year-Round						

TOTAL K of C VOLUNTEERS
(Event-Specific and Year-round)

	↓		↓			
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III. Number of State Events in which K of C members and families volunteer.

1. State Games/Events	↓		↓			
2. Regional Games/Events	↓		↓			
3. Local Games/Events	↓		↓			
TOTAL EVENTS						

IV. Total Funds Contributed to Special Olympics. Dollars Only

1. State Games/Events	↓		↓			
2. Regional Games/Events	↓		↓			
3. Local Games/Events	↓		↓			
TOTAL CONTRIBUTIONS						

V. New Events Added This Year

VI. Special Olympics Affiliations

(Signed) _____
(State Deputy)

(Signed) _____
(State Secretary)

Date: _____