

## HOW TO FILL OUT AN ACTIVITY REPORT

- 1) Circle # appears at the top left of the page. Write you circle's number in the space provided.
- 2) Immediately to the right is Name. Inscribe your CIRCLE's name in the space provided
- 3) Location appears next. Fill in the Town/City where your circle is located.
- 4) Circle the month that your activity took place in (Note- May, June, July, and August are one reporting period but you still should circle a single month.)
- 5) Below the month names circle the program which your activity falls under.(i.e. Spiritual, Service, etc.)
- 6) In the space provided after "the Activity" write a title for the activity on which you're reporting.
- 7) In the same line "number of squires planning activity" appears. Write the number of squires planning he activity (members of a committee or those who planned it at a meeting.)
- 8) In the line below look for "number of squires taking part in activity" and record the number of squires performing the tasks mandated by the activity.
- 9) On the same line after "number of knights present" write the number of knights at the activity whether they participated or were just in attendance.
- 10)There are many lines under the heading "explain your activity". When it says explain please give all information possible, such as the date the activity took place, the names of the participants, what the pictures display (if you have pictures) and all the details of the activity.
- 11)Under the heading "circle verification" in the space provided after "report submitted by" a SQUIRE MUST sign and date this form in the space provided. A SQUIRE MUST complete this form or no credit will be given.
- 12)A councilor must also attest to the fact that a squire has written the report, by signing and dating the form in the "circle" councilor space. He is therefore attesting to the validity of any and all information on the form including the fact that the squire who signed the form wrote it.
- 13)Below these lines you are not to write anything. It is for state officer use only.
- 14)All reports are to be postmarked by the 10<sup>th</sup> of the month immediately following the reporting period.