

REPORT SHEET FOR COUNCIL CORRESPONDENT

(Revised April 2019)

Curia/Comitium _____ Place _____

Minutes Month of _____ Received on _____ Reply dt _____

Attendance: Off's _____ Members _____ Vacancies :Prae: _____ Councils: _____

Visitation of Prae: _____ out of _____ C/F _____ Councils: Sr. _____ Jr: _____

Total No Reports Presented: _____ out of _____ C/F _____

Extension/Local During the Month

Outstation During the month

Cash in Hand _____ **Cash in Bank** _____

Functions _____

Love&CarePraesidia/Curia _____

Highlights of the Minutes: (Mention here new works done, decision taken, etc)

Junior / Senior Curiae: (Brief details of Report presented if any)

Update on Curiae: (Key Concerns, Problems faces, Issues, Progress)

Key Concerns: (Mention here the problems faced by the Curia/Correspondent)

Suggestions pending / Progress of Follow Up Letter

NOT TO BE READ

For Curia

Membership: DA Senior Prae_____ Junior Prae_____ Jr Curia _____

Isolated Praesidia_____ Unaffiliated praesidia_____

For Comitium

Sr. Curia_____ Jr Curia _____ DA Senior praesidia_____ Junior Prae_____

Isolated Praesidia_____ Unaffiliated praesidia_____