2023

ANNUAL SPECIAL WORKS REPORT

Fiscal year:	10/1/2022 – 9/30/2023	1/1/2023 – 12/31/2023
Deadline:	November 30, 2023 (60 Days)	January 31, 2024 (30 Days)

(ARCH)DIOCESAN COUNCIL: _____ District Council: _____

CONFERENCE NAME: _____

ADDRESS: _____
          Street   City   State   Zip   Phone

Please Fill Out One Form For Each Special Work
Operated by the Council/Conference

SPECIAL WORK NAME: _____

ADDRESS: _____
          Street   City   State   Zip   Phone

Type of Special Work: _____ *(See instructions pages 3-5 for types & units options)*

Contact Person: _____

VOLUNTEER HOURS	
NUMBER OF NEIGHBORS IN NEED SERVED	
UNITS OF SERVICE 1 (DEPENDS ON TYPE OF SPECIAL WORK)	
UNITS OF SERVICE 2 (DEPENDS ON TYPE OF SPECIAL WORK)	
UNITS OF SERVICE 3 (DEPENDS ON TYPE OF SPECIAL WORK)	
VALUE OF DIRECT SERVICE	$
TOTAL OPERATIONAL COSTS	$
VALUE OF IN-KIND GOODS	$
VALUE OF IN-KIND SERVICES	$

_____   (____)_____   _____
Signature of President   Phone   Date

_____   (____)_____   _____
Signature of Treasurer   Phone   Date

INSTRUCTIONS FOR COMPLETING ANNUAL SPECIAL WORKS REPORT

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

This Special Works report form must be used by all Councils and Conferences that operate Special Works. **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. If you have any questions on reporting, contact your next higher Council for support.

Ideally, Conferences/Councils should enter details online. If not entered online, submit this form to your next higher Council. Isolated Conferences should mail the completed report to:

Annual Report
National Council – Society of St. Vincent de Paul
66 Progress Parkway
Maryland Heights, MO 63043-3706

Your cooperation is appreciated.

DEFINITIONS AND QUESTIONS:

THIS PAGE IDENTIFIES THE INFORMATION ASSOCIATED WITH ONE OF THE SPECIAL WORKS THAT MAY BE OPERATED BY A COUNCIL OR CONFERENCE. A SEPARATE FORM SHOULD BE FILLED OUT FOR EACH SPECIAL WORK . THIS IS A SNAPSHOT OF INFORMATION ABOUT EACH SPECIAL WORK. THE FINANCIAL AND STATISTICAL DATA SHOWN HERE IS ALREADY INCLUDED IN THE MAIN COUNCIL/CONFERENCE REPORT.

DO NOT INCLUDE STORES ON THIS SPECIAL WORKS FORM. STORES REQUIRE A SEPARATE REPORT.

Special Works of a Council/Conference include a number of possibilities and those are explained below. Generally speaking, a Special Work is something you devote a special location and people resources all year around. Otherwise, it is considered a project.

However, it is also important to understand <u>what is NOT a Special Work</u>. Normal Conference work (such as home visits, paying rents and utilities, delivering groceries, etc.) is not a special work.

(Arch)Diocesan Council Name: Enter the name of the (Arch)Diocesan Council in which this Special Work exists. If this Special Work is owned and operated by the (Arch) Diocesan Council, do not enter

anything in District Council or Conference Name. If no (Arch)Diocesan Council exists, enter the name of the Diocese.

District Council Name: If this Special Work is owned/operated by a District Council or Conference, enter the District Council Name. If this Special Work is owned/operated by an Isolated Conference or by the (Arch)Diocesan Council, leave this blank.

Conference Name: If this Special Work is owned/operated by a Conference, enter the Conference Name. If this Special Work is owned/operated by a District Council or by the (Arch)Diocesan Council, leave this blank.

Address: Enter the address, city, state, zip code, and phone number of the owner/operator of this Special Work.

Name of Special Work: Enter the name that is used to identify this Special Work.

Address: Enter the address, city, state, zip code, and phone number of the location that houses this Special Work.

Type: Enter the type of special work. Here is the specific list to choose from:

Auto Program	Dental Service	Dining Room
Distribution Center	Funeral Services	General Assistance
Homeless Services	Housing	Incarceration Services
Manufacturing/Recycling	Medical Equipment	Medical Services
Pantry/Food Distribution Ctr	Pharmacy	Seasonal Programs
Senior Services	Shelter	Single Resident Occupancy
(SC=Systemic Change)	SC-Bridges/Getting Ahead	SC-Centro Rendu
SC-Changing Lives	SC-Circles	SC-Comm Across Barriers
SC-Family Togetherness	SC-Loan Thy Neighbor	SC-LILLI
SC-Neighborhoods	SC-Re-entering Citizens	SC-Side by Side
SC-Stepping Stones	SC-VOAN	Training Center
Transient Aid	Youth Services	Other

Contact Name: Enter the name of the person to be contacted for information about this Special Work.

Volunteer Hours: Enter the number of hours worked by volunteers – whether they are members, court ordered community service, community volunteers, etc. This statistic is already included in the main Conference Report.

Number of Neighbors in Need (NIN) Served: Enter the number of people who benefitted from the service provided by this Special Work. This statistic is already included in the main Conference Report.

Units of Service 1, 2, 3: The "units of service" (US1, US2, and US3) is a measurable count of the product or service provided by the Special Work. It has a different meaning with each type of Special Work. Please refer to the description below:

Auto Program: Unit of Service (US) 1 is number of vehicles donated and sold, US2 is number of vehicles donated and given away/used internally by SVdP, US3 is number of vehicles repaired.

Dental Service: US1 is number of patient visits, US2 is number of professional hours donated, US3 is the number of days per week available.

Dining Room: US1 is number meals served, US2 is average number of meals per day, US3 is the number of days per week available.

Distribution Center: US1 is number of products/services distributed, US2 is weight (in pounds) of food products distributed, US3 is the number of bills paid.

Funeral Services: US1 is number of funerals assisted, US2 is number of plots provided.

General Assistance: US1 is number of products/services distributed, US2 is weight (in pounds) of food products distributed, US3 is number of bills paid.

Homeless Services: US1 is number of products/services distributed, US2 is number of bed nights provided, US3 is number of meals provided.

Housing: US1 is number of housing units available, US2 is number of bed nights provided.

Incarceration Services: US1 is number of products/services distributed, US2 is number of jobs acquired, US3 is the number placed in housing.

Manufacturing/Recycling: US1 is number of products produced, US2 is weight (in pounds) of recycled products, US3 is number of jobs created.

Medical Equipment: US1 is number of products acquired, US2 is number of products distributed, US3 is the number of products returned for future distribution.

Medical Services: US1 is number of patient visits, US2 is number of professional hours donated, US3 is the number of days per week available.

Pantry/Food Distribution Ctr: US1 is number of boxes/bags of food distributed, US2 is weight (in pounds) of food distributed, US3 is the percent of distributed food that was purchased.

Pharmacy: US1 is number of prescriptions filled, US2 is number of professional hours donated, US3 is the number of days per week available.

Seasonal Programs: US1 is number of products/services distributed, US2 is the number days per year that the program is active (30, 60, 90, or 180 days).

Senior Services: US1 is number of products/services distributed.

Shelter: US1 is number of products/services distributed, US2 is number of bed nights provided, US3 is number of meals provided.

Single Resident Occupancy: US1 is number of housing units available, US2 is number of bed nights provided.

Systemic Change: *See below (pages 5 & 6) for program definitions

Training Center: US1 is number of different training programs provided, US2 is number of professional hours donated, US3 is the number of days per week available.

Transient Aid: US1 is number of products/services distributed (bus/plane/train tickets, car repairs, etc.), US2 is number of bed nights provided, US3 is number of meals provided.

Youth Services: US1 is number of products/services distributed, US2 is number of bed nights provided, US3 is number of meals provided.

Other: US1 is number of products/services distributed.

Dollars for Direct Service: Enter the total funds that were used as direct service for those in need. For example, if the service of this Special Work included rent, utilities, bus passes, laundry tokens, etc., the amount spent for this direct aid should be entered here. This value is already included in the main Conference Report.

Operational Costs: Enter the total of all other operating expenses for this Special Work. This value is already included in the main Conference Report.

Value of In-Kind Goods: In-Kind goods includes items (such as food, clothing, furniture, etc.) that are donated at no cost to the Society and given directly to someone in need or put into use by the Society. Enter the estimated value of this merchandise. This value is already included in the main Conference Report.

Value of In-Kind Services: In-Kind Services includes services (such as legal, medical, dental, etc.) that are donated at no cost to the Society and provided directly to someone in need or to the Society. Enter the estimated value of these services. This value is already included in the main Conference Report.

*Systemic Change Programs

Bridges out of Poverty/Getting Ahead Program – US1 is the number of Programs completed, US2 is the number of graduates, US3 is the number of active mentors for the graduates.

Centro Rendu (an outreach program for Hispanics) – US1 is the number of families that have benefited from this program, US2 is the number of Vincentians that are involved in the program, US3 is the number of years that the program has been functioning.

Changing Lives Program (similar to Getting Ahead) - US1 is the number of Programs completed, US2 is the number of graduates, US3 is the number of active mentors for the graduates

Circles (similar to Getting Ahead) - US1 is the number of Programs completed, US2 is the number of graduates, US3 is the number of active mentors for the graduates

Communications across Barriers (Donna Beegles's Methodology) - US1 is the number of people living in poverty that are enrolled in the program , US2 is the number of active mentors, US3 is the number of active ongoing relationships

Faith in Family Togetherness Program (working with low income families to move out of poverty) – US1 is the number of families enrolled in the program, US2 is the number of Graduates of the Program, US3 is the number of years that the program has been functioning

Loan (low interest loans) thy Neighborhood – US1 is the number of families that have paid back low interest loans, US2 is the number of families that received the benefit of the low interest loan, US3 is the number of years that the program has been functioning

LILLI (Low interest loans for the Low Income) - US1 is the number of families that have paid back low interest loans, US2 is the number of families that received the benefit of the low interest loan. US3 is the number of years that the program has been functioning.

Neighborhoods of Hope (a program lead by SVDP Councils/Conferences to organize their communities in the fight to end poverty) – US1 is the creation of a Convening Organization, US2 is the creation of a Steering Committee, US3 is the identification of & progress in changing an impoverished neighborhood to one that has a Future Story.

Re-entering Citizens Programs –US1 is the number of returning citizens that have been helped by the program, US2 is the number of Vincentians that are involved in the program, US3 is the number of years that the program has been functioning.

Side by Side - (similar to Getting Ahead) - US1 is the number of Programs completed, US2 is the number of graduates, US3 is the number of active mentors for the graduates

Stepping Stones - Coalition of 12 parishes building relationships with neighbors to investigate the root causes of their poverty – US1 is the number of families that have graduated from the program, US2 is the number of years the program has been functioning, US3 is the number of Vincentians actively involved with the program.

VOAN (working with low income families to move out of poverty) - US1 is the number of families enrolled in the program, US2 is the number of Graduates of the Program, US3 is the number of years that the program has been functioning