

Date: _____

Dear _____,

Your praesidium is scheduled to present your annual report next month. We find that not all praesidia are knowledgeable of what is needed when you prepare your annual report. Below are standard guidelines for you to follow and attached are the forms you need to complete and submit with your report. If you have any questions about any of the forms or procedures, please contact Joyce Richter, Curia president for more information.

GUIDELINES FOR YOUR ANNUAL REPORT

1. **Flowers for the Altar**: It is the custom for the praesidium who is giving their annual report, to bring fresh flowers for the altar. If there are two praesidia giving their report on the same day, then please confer between the two of you about who will be responsible for bringing the flowers. Who ever is appointed to this task – please be advised that you need to **arrive early** at the Curia meeting **by 10:30** – so you can prepare the flowers for the altar prior to the start of the meeting.
2. **Early Arrival to the Meeting**: The praesidium president should also arrive early – by 10:30, to deliver your reports to the curia president and secretary and to discuss any necessary questions.
3. **The Praesidium Report**: Please bring **three copies** of this to the Curia meeting. One copy is to be given to the Curia President prior to the meeting and the other two copies are to be given to the Curia Secretary. If you have old forms of this report please destroy them and use what has been sent to you in this packet. Those praesidia who have been corresponding with the Curia because of distance – are requested to attend the Curia meeting and give their annual report in person and not to send it to the Correspondent. This is a wonderful opportunity for your praesidium members to get acquainted with other members of the Curia and to be better connected.

If there is not enough space to write out your legion work on the praesidium report form – then please write it on the back side of the report or on a separate sheet of paper. Be careful to report only those activities that are approved work of the Legion of Mary. If you are not sure that a work is an approved work of the Legion, raise the question at a Curia meeting. The Vice President of your praesidium is asked to report the numbers of active and auxiliary members, but they should also provide a short paragraph of WHAT was done with membership over the year, i.e., how many new members you added and any special activities you engaged in to accomplish this; what was done to encourage praetorian or adjutorian membership; and what kind of special things did you share with your auxiliary members when you visited them, etc. Likewise, there are 3 questions about extension/recruitment, praesidium functions, and new works undertaken. Please describe WHAT was done – on the backside of the form or separate sheet of paper – if your answer is affirmative to these questions.

4. **The Membership Roster**: One copy of this is to be given to the Curia President – prior to the meeting. The front side of this form lists information about your praesidium officers and their dates of appointment to their office. Do Not forget to also complete the back side of this form and list ALL members in your praesidium, including the officers and list only the dates for each member of when they joined the Legion of Mary. If they were members in another praesidium prior to joining your praesidium, then you can list the year they first began as a Legion member and total number of years of service prior to being a member of your praesidium and then also list the date they began in your praesidium.
5. **The Treasurer's Report**: We have not been getting enough information about praesidia use of funds. Please include a detailed Treasurer's report which is to be given to the Curia President – prior to the meeting. The praesidium report does not allow for a more detailed listing of total money collected or how it was spent. This report should list all donations for the year, the first line listing a total for all Secret Bag donations and then other lines are provided for other kinds of donations you may have received. Under the Expenditures, you should list what your treasury money was spent on and the individual amounts.

In Christ through Mary,

Br. Andy Suyker
Curia Vice-President