



SOCIETY OF ST. VINCENT DE PAUL MINUTE SHEET

The regular meeting of the Conference, held on _____, was called to order by _____ at _____ AM / PM. The opening prayers were said. _____ read a selection from _____ on the subject of _____. The previous minutes were read. Indicate amendments, if any _____.

VISITS AND SERVICES TO PEOPLE Obtain totals from Weekly Worksheet (page 3)

Person-to-Person Visits	# of Visits	# of People Helped
A. Home Visits		
B. Prison/Returning Citizens Visits		
C. Hospital Visits		
D. Eldercare Visits		
E. Other In-Person Visits		
Subtotal (A thru E)		

“IN KIND” GOODS AND SERVICES PROVIDED

	# of Times	\$ Value
“In Kind” Services		
F. Legal		
G. Medical		
H. Dental		
I. Other		
Subtotal 1 (F thru I)		\$
“In Kind” Goods	# of Times	\$ Value
J. Food		
K. Furniture		
L. Clothing		
M. Other		
Subtotal 2 (J thru M)		\$
Totals (Subtotal 1 + Subtotal 2)		\$

TOTAL PEOPLE HELPED (TOTAL FROM WORKSHEET COLUMN F)	
TOTAL HOURS OF SERVICE (TOTAL FROM WORKSHEET COLUMN G)	
ESTIMATED TOTAL OF UNREIMBURSED MILES (TOTAL FROM WORKSHEET COLUMN H)	

_____ (_____) _____
 Signature of Conference President Phone Date



**SOCIETY OF ST. VINCENT DE PAUL – WEEKLY MINUTE SHEET
For Additional Conference Record Keeping**

CONFERENCE ACTIVITIES

DATE: _____

Special Works (specify):

Reports on Special Projects and Programs: * Please remember to keep an updated International Twinning Partners Contact List to be submitted with your Conference Annual Report.

Assignments to Cases or Projects:

Communications – General SVdP news and reports:

New Business:

Bills authorized for payment:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Spiritual Advisor's Remarks:

At the close of business, a collection was taken up amounting to \$_____. Meeting closed with a prayer.

Secretary

