

## **FORM PREPARATION**

### **Local Report Blank (Form 01-LR)**

Local Report Blank shall be prepared in triplicate (3 copies) for International Convention reporting:

- Finance Committee
- Banner Committee
- Your Records

The Local Report Blank can be submitted as follows:

The Leadership Conference,

ICongress,

International Convention no later than 5:00 pm on July 25, 2025,

Emailed to [iwcmcollins@gmail.com](mailto:iwcmcollins@gmail.com) and Cashapp the report blank money to \$ISSACOOOLJC and specify what the funds are for.

Mail Report Blank to  
Martha Collins  
660 Bucks Hill Road  
Waterbury, CT 06704

The Local Report Blank is located on COOLJC website under Administration/Forms.

Below are the Local Report Blank and Instructions.



## LOCAL REPORT BLANK

### INTERNATIONAL SUNDAY SCHOOL ASSOCIATION Church of our Lord Jesus Christ of the Apostolic Faith Inc.

1. Date: \_\_\_\_\_

2. Name of Church: \_\_\_\_\_ 2a. State/Diocese: \_\_\_\_\_

3. Address: \_\_\_\_\_ 3a. Email: \_\_\_\_\_

4. Pastor: \_\_\_\_\_ 4a. Address: \_\_\_\_\_

5. Superintendent: \_\_\_\_\_ 5a. Address: \_\_\_\_\_

#### General Report

**(NOTE: A “reporting period” is any twelve months)**

6. No. of Scholars \_\_\_\_\_ 6a. No. of Classes \_\_\_\_\_ 6b. No. of Officers \_\_\_\_\_ 6c. No. of Teachers \_\_\_\_\_

7. Average attendance last reporting period \_\_\_\_\_ 7a. Average attendance this reporting period \_\_\_\_\_

8. Amount of offering raised last reporting period \_\_\_\_\_ 8a. Amount of offering raised this reporting period \_\_\_\_\_

9. No. of scholars baptized \_\_\_\_\_ 9. No. receiving Holy Spirit \_\_\_\_\_

10. Is this a newly organized or newly fellowshipped school in the COOLJC? \_\_\_\_\_ Yes \_\_\_\_\_ No

11. Does your school have a Vacation Bible School? \_\_\_\_\_ Yes \_\_\_\_\_ No

12. Does your school observe/participate in an annual recruitment day? \_\_\_\_\_ Yes \_\_\_\_\_ No

12a. If yes, please list the number of scholars recruited \_\_\_\_\_

13. Does your school have training classes for teachers? \_\_\_\_\_ Yes \_\_\_\_\_ No

14. Does your school use Word Aflame Literature? \_\_\_\_\_ Yes \_\_\_\_\_ No

14a. If not, what literature? \_\_\_\_\_ Reason \_\_\_\_\_

#### Financial Report

15. Representation to the Association (\$25.00 minimum) \$ \_\_\_\_\_

16. International Superintendent's Love Offering (\$15.00 minimum) \$ \_\_\_\_\_

17. Ten percent (10%) paid to International Body through State/Diocese, or \$ \_\_\_\_\_

18. Ten percent (10%) sent directly to International Body, or \$ \_\_\_\_\_

19. Ten percent (10%) now reporting at this Convocation \$ \_\_\_\_\_

(NOTE: Ten percent (10%) reporting now should equal 10% of money taken in this report period)

20. Other monies submitted this reporting period (Please specify \_\_\_\_\_) \$ \_\_\_\_\_

21. Total amount of monies submitted with this report \$ \_\_\_\_\_

**Please submit two copies of this report including your activity report.**

#### FOR OFFICIAL USE ONLY

Check	Date	Amount	Cash	Date	Amount	M/O	Date	Amount
No.								

## **INSTRUCTIONS FOR COMPLETING LOCAL REPORT BLANK**

1. **DATE** - Enter the exact date your report blank was completed.
2. **NAME OF CHURCH** - Enter the official and complete name of your church.
  - (a) **STATE/DIOCESE** - Enter the appropriate State/Diocese in which your local Sunday School resides or is affiliated with.
3. **ADDRESS** - Enter your Local Sunday School's complete mailing address including post office box number if any and zip code.
4. **PASTOR** - Enter your Local Pastor's. full name.
  - (a) **ADDRESS** - Enter his complete mailing address including post office box number if any and zip code.
5. **SUPERINTENDENT** - Enter your Local Sunday School Superintendent's full name.
  - (a) **ADDRESS** - Enter his/her complete mailing address including post office box number if any and zip code.

### **General Report Section**

6. **NUMBER OF SCHOLARS** - Enter the total number of students officially enrolled in your Local Sunday School.
  - (a) **NUMBER OF CLASSES** - Enter the exact number of preschools through adult classes in your local Sunday school.
  - (b) **NUMBER OF OFFICERS** - Enter the total number of all Local Sunday School officers both appointed or elected.
  - (c) **NUMBER OF TEACHERS** - Enter total number of all preschools through adult Sunday School teachers both regular and substitute.
7. **AVERAGE ATTENDANCE LAST REPORTING PERIOD**

Enter the total average attendance of your Local Sunday School reported on last report blank.

  - (a) **AVERAGE ATTENDANCE THIS REPORTING PERIOD**

Enter the total average attendance of your Local Sunday School for the current reporting period. Total average attendance is calculated by adding the total attendance for each Sunday in the current reporting period divided by the total number of actual Sunday school sessions conducted during that same period.
8. **AMOUNT OF OFFERING RAISED LAST REPORTING PERIOD**

Enter all offerings raised during any Sunday School assembly or as a result of any Sunday School programs or activities that were reported on last report blank.

  - (a) **AMOUNT OF OFFERING RAISED THIS REPORTING PERIOD**

Enter all offerings raised during any Sunday School assembly or as a result of any Sunday School programs or activities for the current reporting period.

9. NUMBER OF SCHOLARS BAPTIZED

Enter here the number baptized which resulted from the Local Sunday School Ministry.

(a) NUMBER RECEIVING THE HOLY SPIRIT

Enter only the number receiving the Holy Spirit as a result of the Local Sunday School Ministry.

10. IS THIS A NEWLY ORGANIZED OR NEWLY FELLOWSHIPED SCHOOL IN THE COOLJC?

Self-explanatory. Answer either yes or no.

11. DOES YOUR SCHOOL HAVE VACATION BIBLE SCHOOL?

Self explanatory. Answer either yes or no.

12. DOES YOUR SCHOOL OBSERVE/PARTICIPATE IN AN ANNUAL RECRUITMENT DAY?

Self-explanatory. Answer either yes or no.

(a) IF YES, PLEASE LIST THE NUMBER OF SCHOLARS RECRUITED

Enter the number of new scholars officially added to your Sunday School.

13. DOES YOUR SCHOOL HAVE TRAINING CLASSES FOR TEACHERS?

Enter Yes/No. If yes, elaborate on the nature of training or workshop in your Activity Report.

14. DOES YOUR SCHOOL USE WORD AFLAME LITERATURE?

Self-explanatory. Answer either yes or no.

(a) WHAT LITERATURE/REASON?

If no, indicate the type of literature used giving the name. State your specific reason for using the literature.

**Financial Report**

15. REPRESENTATION TO THE ASSOCIATION

Enter \$25.00 minimum amount as required to be submitted.

16. INTERNATIONAL SUPERINTENDENT'S LOVE OFFERING

Enter \$15.00 minimum amount as required to be submitted.

17. TEN PERCENT PAID TO INTERNATIONAL BODY THROUGH STATE/DIOCESE

Enter ten percent of your offering raised this year only if you submitted your local report blank to your State/Diocese Superintendent to turn in for you. NOTE: Ten percent (10%) reporting now should equal ten percent (10%) of money taken in this report period.

18. TEN PERCENT SENT DIRECTLY TO INTERNATIONAL BODY

Enter ten percent of your offering raised during this reporting period if you email or mail your report blank to the ISSA treasurer. If you email your report blank, cash app your money to \$ISSACOOOLJC. **NOTE:** Ten percent (10%) reporting now should equal 10% of money taken in this report period.

19. TEN PERCENT NOW REPORTING AT THIS CONVENTION

Enter ten percent of your offering raised during this reporting period if you are submitting your report blank at the International Convocation. **NOTE:** Ten percent (10%) reporting now should equal 10% of money taken in this report period

20. OTHER MONIES SUBMITTED THIS REPORTING PERIOD

Enter any additional monies now being submitted with this report that has not been previously reported in items 15 through 19 above. Please specify.

21. TOTAL AMOUNT OF MONIES SUBMITTED WITH THIS REPORT

Enter the sum of items 15, 16, 17, 18, 19, and 20. That is, only the sum of monies being submitted.

**Activity Report**

PLEASE SUMMARIZE ACCOMPLISHMENTS – Under this section enter any information you desire relating to Sunday school accomplishments. Include activities related to outreach, recruitment, educational enhancement and any other activities or programs.



## STATE/DIOCESE REPORT BLANK

### INTERNATIONAL SUNDAY SCHOOL ASSOCIATION Church of our Lord Jesus Christ of the Apostolic Faith Inc.

1. Date: \_\_\_\_\_

2. State/Diocese: \_\_\_\_\_

3. State/Diocese Superintendent: \_\_\_\_\_ 3a. Phone No. \_\_\_\_\_

4. Address: \_\_\_\_\_ 4a. Email: \_\_\_\_\_

5. State/Diocese Bishop: \_\_\_\_\_ 5a. Phone No. \_\_\_\_\_

6. Address \_\_\_\_\_

#### General Report

**(NOTE: A “reporting period” is any twelve months)**

7. No. of Schools in State/Diocese \_\_\_\_\_ 7a. No. of Officers \_\_\_\_\_ 7b. No. of Schools visited this reporting period \_\_\_\_\_

8. No. of State/Diocese meetings this reporting period \_\_\_\_\_ 8a. Dates of State/Diocese meetings \_\_\_\_\_

9. Avg. attendance of schools \_\_\_\_\_ 9a. No. of scholars baptized \_\_\_\_\_ 9b. No. received Holy Spirit \_\_\_\_\_

10. Is training or workshops provided for officers, teachers and/or other personnel in State/Diocese? \_\_\_\_\_ Yes \_\_\_\_\_ No

**(If yes, please elaborate on the nature of the training or workshops in your Activity Report)**

**(SPECIAL NOTE: Please don't forget to submit an up-to date mailing list of local schools, superintendents & email addresses)**

#### Financial Report

11. Amount of money taken in the last reporting period \$ \_\_\_\_\_

12. Amount of money taken in this reporting period \$ \_\_\_\_\_

13. Amount of money spent in this reporting period \$ \_\_\_\_\_

14. Balance in treasury \$ \_\_\_\_\_

15. Representation to the Association (\$25.00 minimum) \$ \_\_\_\_\_

16. International Superintendent's Love Offering (\$15.00 minimum) \$ \_\_\_\_\_

17. Scholarship Donation \$ \_\_\_\_\_

18. Ten percent (10%) now reporting at this Convocation \$ \_\_\_\_\_

**(NOTE: Ten percent (10%) reporting now should equal 10% of money taken in this report period)**

19. Other money submitted this reporting period (Please specify \_\_\_\_\_) \$ \_\_\_\_\_

20. Total amount of money submitted with this report \_\_\_\_\_

**Please submit two copies of this report including your activity report.**

#### FOR OFFICIAL USE ONLY

Check No.	Date	Amount	Cash	Date	Amount	M/O	Date	Amount

## INSTRUCTIONS FOR COMPLETING THE STATE/DIOCESE REPORT BLANK

1. DATE - Enter the exact date your report blank was completed.
2. STATE/DIOCESE - Enter the complete name of your State or Diocese.
3. STATE/DIOCESE SUPERINTENDENT AND PHONE NUMBER - Enter the full name of the State or Diocese Superintendent
  - (a) PHONE NUMBER – Enter your State/Diocese Superintendent's telephone number including area code.
4. ADDRESS - Enter your State/Diocese Superintendent's complete mailing address including post office box number if any and zip code
  - (a) EMAIL ADDRESS  
Enter your State/Diocese Superintendent's email address.
5. STATE/DIOCESE BISHOP - Enter the full name of your State or Diocese Bishop.
  - (a) PHONE NUMBER – Enter your State/Diocese Bishop's telephone number including area code.
6. ADDRESS - Enter your Bishop's complete mailing address including post office box number if any and zip code.

### General Report

7. NUMBER OF SCHOOLS IN STATE/DIOCESE  
Enter the total number of all established Sunday school departments in your State/Diocese.
  - (a) NUMBER OF OFFICERS  
Enter the total number of all Sunday school officers in your State or Diocese both appointed or elected.
  - (b) NUMBER OF SCHOOLS VISITED THIS REPORTING PERIOD  
Enter the total number of local Sunday schools your State or Diocese superintendent or his/her staff visited during the current reporting period.  
  
**Note:** A "reporting period" is any consecutive twelve months"
8. NUMBER OF STATE/DIOCESE MEETINGS THIS PERIOD  
Enter the number of State/Diocese meeting(s) held during the current reporting period.
  - (a) DATE(S) OF STATE/DIOCESE MEETING(S) - Self-explanatory.
9. AVERAGE ATTENDANCE OF SCHOOLS  
Enter the total average attendance of all Local Schools within the State/Diocese for the current reporting period divided by the number of Local Sunday Schools reporting.

(a) NUMBER OF SCHOLARS BAPTIZED IN SCHOOLS

Enter the number of scholars baptized in each Local Sunday School and reported on Local Sunday School Reports this reporting period.

(b) NUMBER RECEIVING HOLY SPIRIT IN SCHOOLS

Enter the number of scholars receiving the Holy Spirit in each Local Sunday School and reported on Local Sunday School Reports this reporting period.

10. IS TRAINING or WORKSHOPS PROVIDED FOR OFFICERS, TEACHERS AND/OR OTHER PERSONNEL IN STATE/DIOCESE?

Enter Yes/No. If yes, elaborate on nature of training or workshop in your Activity Report

**Financial Report**

11. AMOUNT OF MONEY TAKEN IN THE LAST REPORTING PERIOD

Enter total offerings reported on last report blank.

12. AMOUNT OF MONEY TAKEN IN THIS REPORTING PERIOD

Enter total offering raised during State or Diocese Sunday School assembly for the current reporting period.

13. AMOUNT OF MONIES SPENT THIS REPORTING PERIOD

Enter all expenditures of your state or diocese for the current reporting period.

14. BALANCE IN TREASURY

Enter the current balance of your State/Diocese treasury as of the end of this reporting period.

15. REPRESENTATION TO THE ASSOCIATION

Enter \$25.00 minimum amount as required to be submitted.

16. INTERNATIONAL SUPERINTENDENT'S LOVE OFFERING Enter \$15.00 minimum amount as required to be submitted.

17. SCHOLARSHIP DONATION – Enter the amount your State/Diocese will be contributing to the scholarship fund.

18. TEN PERCENT NOW REPORTING AT THIS CONVENTION - Enter ten percent (10%) of total offering raised during State/Diocese Sunday School Assembly for current reporting period. Ten percent should equal ten percent of the offering raised during this reporting period. You can also mail or email your report blank to the ISSA treasurer. If you email your report blank, cash app your money to \$ISSACoolJC. NOTE: Ten percent (10%) reporting now should equal 10% of money taken in this report period.

19. OTHER MONIES SUBMITTED THIS REPORTING PERIOD

Enter here any additional monies now being submitted with this report that has not been reported above. Please specify.



### **Activity Report**

PLEASE SUMMARIZE ACCOMPLISHMENTS – Under this section enter any information you desire relating to State/Diocese accomplishments. Include any information regarding training or workshops that are provided for Sunday School officers, teachers and/or other personnel, or other activities.