

FORM PREPARATION

State/Diocese Report Blank (Form 02-SR)

State/Diocese Report Blank shall be prepared in triplicate (3 copies) for International Convention reporting

- Finance Committee
- Banner Committee
- Your Records

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

Below are the State/Diocese Report Blank and Instructions.



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

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 \$ISSACOOOLJC.
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.