

# Quarterly Report Instructions

Chapter quarterly reports are valuable to the ministry of CMA as they give glory and praise to God for what He is doing through your chapter. Sharing ministry activities and results brings attention to how God is working. Also, they allow CMA leadership at the national and regional levels gauge when and where ministry is most effective and where we may need to place additional resources and efforts.

Accurate reporting is also important. If we submit information that is not correct we are not being good stewards of God's ministry. This document will walk you through the Quarterly Report, the purpose of each section and completing the report.

The report is due the last day of each quarter (March 31, June 30, September 30 and December 31). We encourage you to submit the report soon after your chapter meeting in March, June, September and December. You can include activities that took place after your monthly meeting in the next quarter's report.

If you have questions about the report or what to include, please contact your Area Rep or Regional Coordinator.

1. To start your quarterly report, go to [www.cmacanada.ca](http://www.cmacanada.ca)
2. Click on 'Members Area' in the left menu.
3. Select the 'Quarterly Report Form'.

Let's start with some basic information. The first section looks like this:

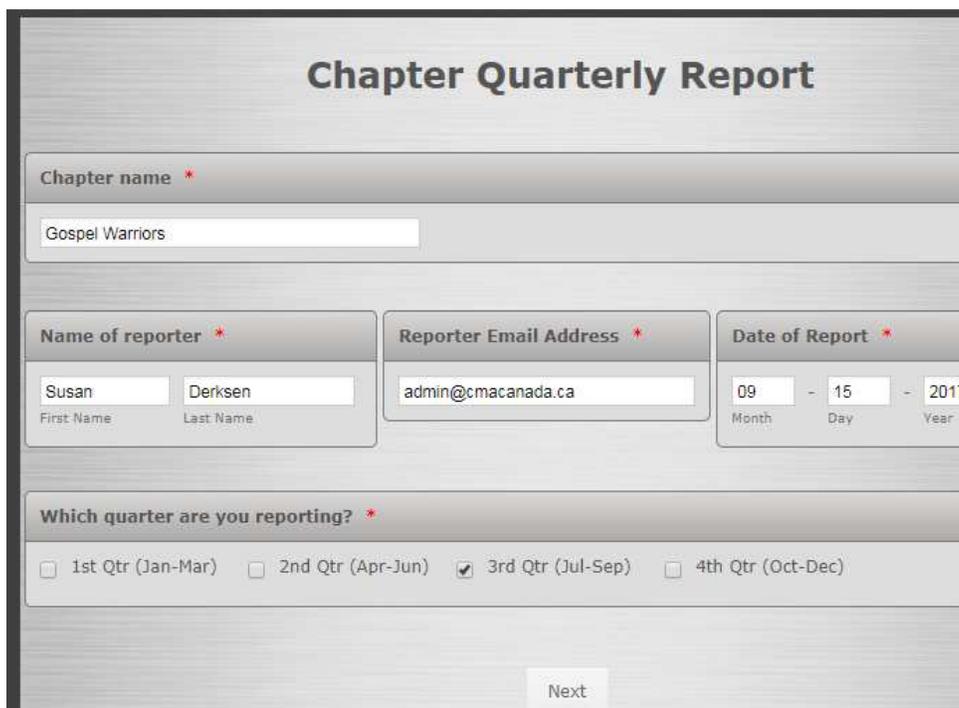
The screenshot shows a web form titled "Chapter Quarterly Report". The form contains the following sections:

- Chapter name \***: A single-line text input field.
- Name of reporter \***: Two text input fields labeled "First Name" and "Last Name".
- Reporter Email Address \***: A text input field with the example "ex: myname@example.com".
- Date of Report \***: Three dropdown menus for "Month", "Day", and "Year", separated by hyphens.
- Which quarter are you reporting? \***: Four radio button options: "1st Qtr (Jan-Mar)", "2nd Qtr (Apr-Jun)", "3rd Qtr (Jul-Sep)", and "4th Qtr (Oct-Dec)".
- Next**: A button at the bottom of the form.

All fields are required in this section

- Enter your chapter name,
- Enter your name
- Click the button for the quarter you are reporting
- Enter the date of the report – A calendar will pop up, select today's date

When this information is entered it should look like the example below.



The screenshot shows a web form titled "Chapter Quarterly Report". The form contains the following fields and options:

- Chapter name \***: A text input field containing "Gospel Warriors".
- Name of reporter \***: Two text input fields for "First Name" (containing "Susan") and "Last Name" (containing "Derksen").
- Reporter Email Address \***: A text input field containing "admin@cmacanada.ca".
- Date of Report \***: Three dropdown menus for "Month" (09), "Day" (15), and "Year" (2017).
- Which quarter are you reporting? \***: Four radio button options: "1st Qtr (Jan-Mar)", "2nd Qtr (Apr-Jun)", "3rd Qtr (Jul-Sep)" (which is selected), and "4th Qtr (Oct-Dec)".
- A "Next" button is located at the bottom right of the form.

Now, let's share what God is doing. The activity sections of the report: Secular Events, Outreach and CMA Fellowship should be divided into two sections:

**Events: SECULAR EVENTS**

Events to include in this section are non-CMA events such as poker runs, biker rallies, secular club meetings and events, etc.

Enter the name of the event(s) under SECULAR EVENTS. Under # Events, enter how many of these events your chapter attended. In some cases this will be one. However, if the chapter takes part in several Dirt/Drag Events and indicate the number of dirt or drag races you attended. For example:

SECULAR EVENTS Q3 *			
	Jul	Aug	Sep
Dirt Drag / Races Events	4 ▼	▼	▼

Enter the number of members that attended the event(s) under # Members. Each person is a new person each time they attend an event. The number of members attending each event should be greater than or the same as the number of events. For example, if there were four drag races and the same person attended each, the report would be

SECULAR EVENTS Q3 *			
	Jul	Aug	Sep
Dirt Drag / Races Events	4 ▼	▼	▼
Dirt Drag / Races. How many members participated?	4 ▼	▼	▼

If there were four drag races and five members attended each, the report would be

SECULAR EVENTS Q3 *			
	Jul	Aug	Sep
Dirt Drag / Races Events	4 ▼	▼	▼
Dirt Drag / Races. How many members participated?	20 ▼	▼	▼
Major Rallies (Ride for Dad)	▼	▼	▼

Enter all of the events and related information for each event under the correct month within the quarter and enter the total for each column in TOTALS.

### **Decisions & Ministry: SECULAR EVENTS**

This section should reflect the results of ministry that took place during the events listed in the **Events** section.

**Salvations:** First-time acceptance of Christ.

**Rededications:** Rededications to Christ.

**Other Ministry:** Any activity that results in ministry to people. For example: praying with someone, witnessing to someone, sharing the Gospel, sharing your testimony, helping someone in a time of need and financial or other assistance. \*These activities should be reported if the member was acting as a CMA member, with or without wearing their CMA back patch.

#### A note about Other Ministry:

It is nearly impossible for a chapter to **NOT** have some type of Other Ministry each month. Someone in your chapter shares devotion during your chapter meetings, your members pray one-on-one for a special need, etc. Be sure to include ministry within your chapter.

### **OUTREACH**

Events in this section should include events that are designed and arranged specifically for ministry (i.e. prison visits, nursing home visits, bike blessings, etc.) Again, enter the **Events** first, and then the **Decisions & Ministry** as you did in the Secular Events section.

Enter all of the events and related information for each event under the correct month within the quarter and enter the total for each column in TOTALS.

### **CMA FELLOWSHIP**

Events to include in this section are Chapter meetings, chapter Bible studies and chapter rides , chapter officers' meetings, CMA national and Regional events (i.e. Seasons of Refreshing, National and Regional Rallies) and chapter fellowship events such as member birthday parties, chapter Christmas parties, etc. Enter the **Events** first, and then the **Decisions & Ministry** as you did in the previous sections.

Enter all of the events and related information for each event under the correct month within the quarter and enter the total for each column in TOTALS.

### **Monthly Offerings**

Share how God is blessing the chapter through financial giving each month.

### **Chapter Weaknesses**

Include notes to indicate where your chapter needs growth and uplifting.

### **Chapter Strengths**

Include notes to indicate the areas of ministry and fellowship where your chapter is strong and growing.

### **Comments**

Include any comments pertaining to your chapter and/or CMA.

**Conclusion**

Please review the information you have entered for accuracy and completeness. Select the 'Submit' button at the bottom of the page.

You will receive an email copy of the report within a few days. Please print or save a copy of the email and retain it for your records. Your National Evangelist and Regional leadership will also receive an email copy.

You have completed the chapter's quarterly report. We appreciate your time and efforts!