

Report Schedule

REPORT & DUE DATE	Wesley Foundations	Ecumenicals	Chaplains	UM Clergy at non-UM Schools	CC/SWVA
MONTHLY (12 th of Each Month) 'Metrics for Success'	X	X			
MARCH 1 Book of Reports (Submit to Director of Connectional Ministries Office)	X	X	X	X	X
JUNE 1 Local Board Membership Report	X	X			
JUNE 1 Annual Financial Review Form Financial Statements Transmittal Form (budgets, income/expense)	X	X			X (Submit an annual report of activities)
JUNE 10 Personnel Evaluation of Campus Minister	X	X			
AUGUST 1 Annual Evaluation Conference with DS	X	X			
OCTOBER 1 Property Grant Request Property Management Report Property Inspection Worksheet	X	Univ. of Mary Washington only			
DECEMBER 1 Preference Forms (UM Itinerate Clergy Only)	X	X	X	X	X