

# **DEFINITIONS** **NATIONAL STATISTICAL SYSTEM**

Line	Definition
<b><u>SOLDIER DEVELOPMENT</u></b> (1000 Series)	
<b>1005</b>	<b>Junior Soldiers End of Last Month</b> - Entry coincides with line 1050 of previous month's report. Record meetings/attendance of all persons present at Junior Soldier meetings and training classes.
<b>1010</b>	<b>Junior Soldiers Enrolled</b> - A Junior Soldier must be at least seven years of age, have made a profession of conversion, be approved by the Youth Census Board with parental consent, and have name recorded in the Census Board Minutes in accordance with <i>O &amp; R for Work Among Young People, USA</i> , latest edition.
<b>1015</b>	<b>Junior Soldiers Transferred from Other Corps</b> - The transfer of a Junior Soldier can only be effected upon the request of the Junior Soldier(s) or the parents. The transfer is described in <i>O &amp; R for Senior Census Boards, USA</i> , latest edition.
<b>1020</b>	<b>Junior Soldiers Transferred to Senior Soldiers' Roll</b> - Note the definition on line 1215 A Senior Soldiers Transferred from Junior Soldiers' Roll."
<b>1025</b>	<b>Junior Soldiers Transferred to Adherents' Roll</b> - A Junior Soldier, whose age is between 14 and 18, who chooses not to be enrolled as a Senior Soldier and who qualifies under all other conditions of eligibility to become an Adherent. Entry is part of total on line 1315.
<b>1030</b>	<b>Junior Soldiers Transferred to Other Corps</b> - Note the definition on line 1015 A Junior Soldiers Transferred from Other Corps. " The same rules apply."
<b>1035</b>	<p><b>Junior Soldiers Removed for Other Reasons</b> - Junior Soldiers may be removed for the following reasons: Reached the age of 17 but are not satisfactory for transfer to the Senior Soldiers' Roll; promoted to Glory; and those deem unsatisfactory. All removals must be effected at time of Annual Review and in harmony with regulations.</p> <p>An action Junior Soldier who reaches the age of 17, but is not accepted by the Senior Census Board for transfer to the Senior Soldiers' Roll, must be removed from the Junior Soldiers' Roll and may be placed on the Recruits' of Adherents Roll, with his/her consent, in accordance with <i>O &amp; R</i>.</p>
<b>1050</b>	<b>Junior Soldiers Now On Roll</b> - Entry must agree with the number of Junior Soldiers' Roll Sheets. This figure carries forward to line 1005 next month.
<b>1105</b>	<b>Recruits End of Last Month</b> - Entry coincides with line 1150 of previous month's report. Record meetings/attendance of both recruits and potential adherents at Soldiers Preparation Classes.
<b>1110</b>	<b>Recruits Added This Month</b> - All new recruits must be: (1) approved by the Census Board, the record of which appears in the Census Board Minutes, (2) a witnessing convert seven days, (3) 14 years of age or over.

Line	Definition
1115	<b>Recruits Transferred to Senior Soldiers' Roll</b> - All recruits transferred to the Senior Soldiers' Roll must have been a recruit for one month, have completed the prescribed training program and be approved by the Census Board, the record of which appears in the Official Census Board Minutes.
1120	<b>Recruits Transfer to Adherents' Roll</b> - A recruit who chooses not to be enrolled as a Senior Soldier and who qualifies under all other conditions of eligibility to become an adherent. Entry is part of total on line 1315.
1125	<b>Recruits Removed This Month for Other Reasons</b> - Recruits are removed only at the annual Corps Program Review conducted by the Divisional Commander or his representative, removal recommended by the Census Board and recorded in the Minutes. The roll can be adjusted by the Commanding Officer when a recruit is promoted to Glory.
1150	<b>Recruits Now On Roll</b> - Entry must agree with the number of recruits roll sheets. This figures carries forward to line 1105 next month.
1205	<b>Senior Soldiers End of Last Month</b> - Entry coincides with line 1250 of previous month's report. Record meetings/attendance of all persons present at Senior Soldiers meetings.
1210	<b>Senior Soldiers Transferred From Recruits' Roll</b> - Entry coincides with line 1115 this month, "Recruits transferred to Senior Soldiers' Roll".
1215	<b>Senior Soldiers Transferred From Junior Soldiers' Roll</b> - Entry must agree with the number of Senior Soldier Roll Sheets, including Officers' Roll Sheets. For transfer the Junior Soldier must: (1) complete the preparation class, (2) be recommended by the Youth Census Board, (3) be approved by the Senior Census Board, (4) sign Articles of War, (5) be publicly enrolled under the Colors, (6) be at least 14 years of age. Entry coincides with line 1020 this month.
1220	<b>Senior Soldiers Transferred From Other Corps</b> - Entries must be in accordance with transfer system outlined in the <i>O &amp; R for Senior Census Boards, USA</i> , latest revision.
1225	<b>Senior Soldiers Transferred From Adherents' Roll</b> - Entry coincides with line 1320 this month, "Transfer to Senior Soldiers' Roll".
1230	<b>Senior Soldiers Reinstated</b> - Note <i>O &amp; R for Census Board, USA</i> , latest revision.
1235	<b>Senior Soldiers Transferred to Other Corps</b> - Entries must be in accordance with transfer system outline in <i>O &amp; R for Senior Census Boards, USA</i> , latest revision.
1240	<b>Senior Soldiers Removed for Other Reasons</b> - The roll can be adjusted by the Commanding Officer when a soldier is promoted to Glory. Unsatisfactory soldiers can be removed only by the Divisional Commander or his representative, and at the recommendation of the Senior Census Board as recorded in the Minutes. (See <i>O &amp; R for Senior Census Boards, USA</i> , latest revision.)
1250	<b>Senior Soldiers Now On Roll</b> - Entry must agree with number of Senior Soldier roll sheets. This figure carries forward to line 1205 next month.

Line	Definition
1305	<b>Adherents' Roll End of Last Month</b> - Entry coincides with line 1350 of previous month's report. (A person may become an Adherent: (1) fourteen years of age; (2) not an active member of another religious body; (3) willing to have their name entered on government census records as an Adherent of The Salvation Army; (4) attends Army meetings; (5) desires an Army officer to conduct the ceremony of marriage, dedication of children and funeral; (6) willing, so far as possible, to support the work of the Army.)
1310	<b>Adherents Added</b> - All new Adherents must be approved by the Senior Census Board and meet the requirements as outlined above.
1315	<b>Adherents Transferred from Other Rolls</b> - Entry is the total of lines 1025 and 1120
1320	<b>Adherents Transferred to Senior Soldiers' Roll</b> - For transfer to Senior Soldiers' Roll, all Adherents must: (1) be approved by the Senior Census Board, (2) sign the Articles of War, and (3) be publicly enrolled under the Colors. Entry coincides with line 1225 this month.
1325	<b>Adherents Removed for Other Reasons</b> - The roll can be adjusted by the Senior Census Board when the adherent is transferred to another corps or the Recruits Roll. Adherents who join another church can be removed only by the Divisional Commander or his representative, and at the recommendation of the Senior Census Board as recorded in the Minutes. The roll can be adjusted by the Commanding Officer when the adherent is Promoted to Glory. (see O & R for Senior Census Boards, USA, latest revision.)
1350	<b>Adherents Now On Roll</b> - Entry must agree with the number of names on the Adherents' Roll. This figure carries forward to line 1305 next month.
1405	<b>Leadership Training</b> - Record here the number of meetings/attendance held specifically for local officers and other leaders for orientation, development, recognition, training, etc.
1410	<b>Youth Local Officers Commissioned</b> - Record the number of Youth Local Officer Commissions currently held by Youth Local Officers, including Sunday School Teacher Commissions, whether active or inactive. Do not include senior musicians. Warranted leaders should not be recorded on this line. (See O & R for Work Among Young People in the USA, latest revision.)
1415	<b>Senior Local Officers Commissioned</b> - Record the number of Senior Local Officer Commissions currently held by Senior Local Officers, whether active or inactive. Do not include senior musicians. Warranted leaders should not be recorded on this line. (See O & R for Local Officers in the USA, latest revision.)
1420	<b>Youth Census Board</b> - Record the number of Youth Census Board Members, active or inactive according to O & R for Work Among Young People in the USA, latest revision.  Record meetings/attendance for all persons present.
1425	<b>Senior Census Board</b> - Record only the officers and commissioned Senior Census Board members, active or inactive, by way of membership.  Record meetings/attendance for all persons present.

Line	Definition
1430	<p><b>Sunday School Staff</b> - Record all active Sunday School workers with or without commission.</p> <p>Record number of meetings/attendance at sessions, specifically designed for Sunday School workers for training, preparation, evaluation, etc.</p>
1435	<p><b>Non-Commissioned Leaders</b> - Record the number of all Youth and Senior non-commissioned leadership positions, including warranted positions (whether active or inactive). Do not include youth musicians, senior musicians, or Sunday School staff.</p>
1440	<p><b>Corps Cadets</b> - Record the number of Corps Cadets registered at DHQ.</p> <p>Record all participants for each class or activity held. When Level I and Level II Corps Cadets meet separately each will constitute a session and be recorded as such.</p>
<p><b><u>WORSHIP AND WITNESS</u></b> (2000 Series)</p> <p>Note: Where a corps conducts alternative meetings to the Sunday meetings as approved by the Divisional Commander, the Territorial Secretary for Program will designate where they should be recorded.</p>	
2100	<p><b>Sunday School</b> - Record only those who have completed four weeks of attendance and membership has been processed.</p> <p>Meetings held on Sunday at Corps and/or Outpost are recorded separately.</p> <p>A Home Company is not counted as a separate Sunday School but attendance is counted in total.</p>
2200	<p><b>Sunday Morning Meeting</b> - Record meetings/attendance.</p>
2275	<p><b>Sunday Evening Meeting</b> - Record meetings/attendance</p>
2280	<p><b>Other Weekend Meetings</b> - Record meetings/attendance.</p>
2310	<p><b>Children's Worship</b> - Record meetings/attendance for children's worship services where no membership is required, such as Junior Church, Children's Evangelistic Meetings, etc.</p>
2315	<p><b>Open-Air Meetings</b> - For attendance, count workers attending open-air meeting. Do not count listeners. An open-air meeting must last at least half an hour and must consist of prayer, Bible reading and message, singing and testimonies.</p>
2320	<p><b>Other Evangelistic Endeavors</b> - Record number of sessions (not hourly count) and number of workers in such efforts as tract distribution, fair and shopping mall ministries, buttonholing, etc. (Not Public Relations)</p>

Line	Definition
2325	<b>Youth Spiritual Development</b> - Record meetings/attendance primarily for teens and young adults such as Bible study, Bible Bowl, Bible Club, youth fellowship, released time education, devotional meetings, and retreats.
2330	<b>Adult Spiritual Development</b> - Record meetings/attendance primarily for adults such as Bible study, adult fellowship, devotional meetings, and retreats (except Home League or Women's Ministries meetings, which are recorded on line[s] 3001, 3005, 3010).
2335	<b>Weekday Meetings</b> - Record meetings/attendance for weekday meetings such as prayer, evangelistic, and praise meetings.
2340	<b>Vacation Bible School</b> - Record meetings/attendance. The Vacation Bible School consists of a total of 25 to 30 hours of Christian education. Each session consists of a minimum of 2.5 hours.
2350	<b>Other Meetings - Worship and Witness</b> - Record all indoor meetings and attendances that cannot be recorded elsewhere. It would include weddings, funerals, dramas, festivals.
2360	<b>Community Worship Participation</b> - Record only those meetings held outside the corps and in which corps personnel have actively participated. Record only the attendance of corps participants.
<p><b>Seekers</b></p> <p>The statistical count of seekers or converts in all settings (i.e., League of Mercy, Correctional Services, etc.) should represent the number of persons indicating a definite decision or response for conversion, holiness or consecration. If circumstances prevent actual appearance of seekers at a penitent form or personal dealing by a Salvationist during a meeting, but permit other expressions of intent such as raising of hands, standing at one's seat, decisions in home, office, or elsewhere, etc., these should be counted as seekers.</p> <p>For seekers at headquarters-sponsored functions, registration cards are to be sent to the respective corps/program unit for recording in the units statistical report.</p> <p>The names of all persons recorded as seekers should be entered in the official Seekers Register, wherever possible, in order that the individuals can be visited/followed up.</p> <p>Seekers recorded where they seek.</p>	
2405	<b>Adult Seekers Section 1</b> - Record names of seekers 14 years of age or over, <b><i>NOT</i></b> entered in the Seekers' Register <i>during the preceding 12 months</i> , and not listed on the Recruits' or Soldiers' Roll of any Salvation Army Corps.
2410	<b>Adult Seekers Section 2</b> - Record names of seekers 14 years of age or over, previously entered in the Seekers' Register <i>during the preceding 12 months</i> , or listed on the Recruits' or Soldiers' Roll.

Line	Definition
2415	<b>Youth Seekers Section 3</b> - Record names of seekers under 14 years of age, <b><i>NOT</i></b> entered in the Seekers' Register <i>during the preceding 12 months</i> , and not listed on the Junior Soldiers' Roll of any Salvation Army Corps.
2420	<b>Youth Seekers Section 4</b> - Record names of seekers under 14 years of age, previously entered in the Seekers' Register <i>during the preceding 12 months</i> , or listed on the Junior Soldiers' Roll.
<p><b><u>Visitation</u></b></p> <p>Record the number of hours spent in <u>pastoral visitation</u>. This would include visiting in homes, visiting of specific individuals in hospitals and other institutions and counseling of individuals or small groups when spiritual direction is part of the purpose. For League of Mercy visitation refer to lines 5340-5345.</p>	
2450	<b>Officer's Visitation (Hours)</b> - Record the number of hours of pastoral visitation as outlined in above definition by all active officers in the appointment.
2460	<b>Others Visitation (Hours)</b> - Record the number of hours of pastoral visitation conducted by other than the active Officer(s) as outlined in the above definition.
2470	<b>Total Persons Visited</b> - Record the total number of persons visited in homes, hospitals and other institutions as outlined in the above definition.
<p><b><u>GROUP ACTIVITIES / MEETINGS</u></b> (3000 series)</p> <p>Generally all activities should be of at least one hour's length. Activities may be counted as meetings only when program and content are in conformity with standards set forth in O &amp; R.</p> <p>The attendance reported should be the largest number present at any time. (O &amp; R for Corps Officers, Chapter VII, Sec. 1)</p> <p>"Enrolled" indicates that a membership roll or list is maintained according to applicable regulations or policy. This roll constitutes the membership of the activity.</p> <p>Corps/Program Center groups taking part in territorial, divisional, or sectional rallies, councils, congresses, etc., should include in their statistics the count of the delegation to accurately reflect the attendance at all such activities. They should be added in attendance at the meetings which coincide with the appropriate activity. The divisional statistics will be for information only.</p> <p>Note Regarding Recording of Meetings &amp; Activities for Codes 3310-3433</p> <p>Where one meeting is held with attendance from more than one age group, record the meeting and attendance on the line which applies to the largest age category present. Membership on lines 3310-3433 is determined by the local unit with no requirements except age.</p>	

Line	Definition
3001	<p><b>Women's Ministries</b> - Record membership of women currently on the Roll. All members must be enrolled in accordance with existing manual for Women's Ministries.</p> <p>Record organized womens groups meetings and attendances for Women' Outreach Ministries / Home League / Home League Circles. This would include, but is not limited to, Annual Meetings, Planning Council, committee meetings, Bible study, exercise, support groups, etc.</p>
3101	<p><b>Men's Fellowship Club</b> - Record only men currently on the Roll. All members must be enrolled in accordance with existing manual.</p> <p>Record meetings/attendance of all persons present.</p>
3200	<p><b>League of Mercy - Membership</b> - Record members enrolled with DHQ.</p> <p>Attendance - Record meetings/attendance at activities such as devotions, training/orientation, planning/preparation of materials for distribution. Do not include League of Mercy visitation activity which is recorded under "A Specialized Services" (lines 5340 - 5345).</p>
3205	<p><b>Junior League of Mercy - Membership</b> - Record members enrolled with DHQ.</p> <p>Attendance - Record meetings/attendance at activities such as devotions, training/orientation, planning/preparation of materials for distribution. Do not include League of Mercy visitation activity which is recorded under A Specialized Services" (lines 5340 - 5345).</p>
3210	<p><b>Adult Group</b> - Record membership of all men and women, 18 through 54 years of age who are enrolled in structured group activities.</p> <p>Record meetings/attendance for all persons present. Include recovery and support groups.</p>
3215	<p><b>Older Adult Group</b> - Record membership of all men and women 55 years of age and over who are enrolled in structured group activities.</p> <p>Record meetings/attendance for all persons present. Include recovery and support groups.</p>
3220	<p><b>Other Adult Group/Family Activities</b> - Record other senior groups that cannot be recorded elsewhere, such as adult recreation, band league, corps/family dinners, bazaars, family activities, committee meetings, etc.</p>
3225	<p><b>Group Therapy Sessions</b> - Record group meetings of therapy or treatment provided by a <u>professional</u> to a group of clients.</p>
3310	<p><b>Cradle Roll/Pre -School</b> - Record activity which includes pre-school children from birth until six years of age, and for which membership is recorded under Cradle Roll. Cradle Roll membership applies to both nursery and pre-school activity. Attendance will include parents if attending.</p>

Line	Definition
3320	<p><b>Children's Group</b> - Record memberships of all young people six through eleven years of age who are enrolled in structured group activities and are not recorded elsewhere.</p> <p>Report meetings/attendance for all persons present.</p>
3330	<p><b>Teen Group</b> - Record memberships of all young people 12 through 17 years of age who are enrolled in structured group activities and are not recorded elsewhere.</p> <p>Record meetings/attendance for all persons present.</p>
3340	<p><b>Young Adult Ministries</b> - Record memberships of all young adults 18 through 35 years of age who are enrolled in structured group activities. These would include, but are not limited to, college students (FOF &amp; non-FOF), recent graduates beginning careers, young professionals, young marrieds without children, married with families, singles, and single parents.</p> <p>Record meetings/attendance for all persons present.</p>
3410	<p><b>Adventure Corps Explorers - Membership</b> - Record members of Adventure Corps Explorers enrolled in the program ages six through ten. Use this line only when any section has been chartered or registered with divisional headquarters.</p> <p>Attendance - Record meetings/attendance for all persons present. Include committee and program meetings.</p>
3411	<p><b>Adventure Corps Rangers - Membership</b> - Record members of Adventure Corps Rangers enrolled in the program ages eleven through fourteen. Use this line only when any section has been chartered or registered with divisional headquarters.</p> <p>Attendance - Record meetings/attendance for all persons present. Include committee and program meetings.</p>
3431	<p><b>BSA Cubs - Membership</b> - Record registered members of chartered Cub Packs including commissioned or warranted leaders and unit committee members.</p> <p>Attendance - Record meetings/attendance for each den meeting and pack meeting to be counted separately with total attendance recorded.</p>
3432	<p><b>BSA Scouts - Membership</b> - Record registered members of registered Scout Troops including commissioned and warranted leaders. If the unit committee members are not listed on line 3431, they should be included here.</p>
3433	<p><b>BSA Explorers - Membership</b> - Record members of registered BSA Explorer Units, commissioned and warranted leaders. If the unit committee members are not listed on line 3431 or 3432 they should be included here.</p>



Line	Definition
3441	<p><b>Sunbeams - Membership</b> - Record registered members of chartered Sunbeam Troops including commissioned and warranted leaders of registered Sunbeam Troops. Do not include committee members.</p> <p>Attendance - Record meetings/attendance including committee meetings.</p>
3442	<p><b>Girl Guards - Membership</b> - Record registered members of chartered Girl Guard Troops including commissioned and warranted leaders of registered Girl Guard Troops.</p> <p>Attendance - Record meetings/attendance including committee meetings.</p>
3450	<p><b>Other Youth Group Activities</b> - Record meetings/attendance not recorded elsewhere, such as non-registered Adventure Corps, Scouts, Sunbeams, and Guards, picnics, youth banquets, award nights, etc.</p>
3451	<p><b>FOF (DHQ)</b> - Record members of FOF.</p> <p>Record meetings/attendance of all persons present at divisionally-sponsored events.</p>
3452	<p><b>Student Fellowship (DHQ)</b> - Record members of Student Fellowship.</p> <p>Record meetings/attendance of all persons present at divisionally-sponsored events.</p>
3453	<p><b>Medical Fellowship (DHQ)</b> - Record members of Medical Fellowship Record meetings/attendance of all persons present at divisionally-sponsored events.</p>
3454	<p><b>Order of The Silver Star (DHQ)</b> - Record members of the Order of the Silver Star.</p> <p>Record meetings/attendance of all persons present at divisionally-sponsored events.</p>
3505	<p><b>Youth Brass Band</b> - Record only enrolled Youth Brass Band members who are Junior Soldiers.</p> <p>Count <u>all</u> persons taking part in rehearsals whether beginner or Youth Band.</p>
3510	<p><b>Youth Timbrels</b> - Record only enrolled Youth Timbrelists who are Junior Soldiers.</p> <p>Count <u>all</u> persons taking part in rehearsal.</p>
3515	<p><b>Singing Company</b> - Record only enrolled Singing Company members who are Junior Soldiers.</p> <p>Count all persons taking part in rehearsal.</p>
3520	<p><b>Youth Chorus</b> - Record only enrolled members.</p> <p>Count all persons taking part in rehearsals such as youth chorus, contemporary music groups, etc.</p>

Line	Definition
3530	<p><b>Senior Brass Band</b> - Record only enrolled senior musicians.</p> <p>Count all persons taking part in rehearsal, not limited to brass bands but including worship bands, contemporary bands, etc.</p>
3540	<p><b>Senior Songster Brigade (&amp; Others)</b> - Record only enrolled senior musicians.</p> <p>Count all persons taking part in rehearsals such as adult chorus and other adult vocal combinations.</p>
3550	<p><b>String Band</b> - Record only enrolled senior musicians.</p> <p>Count all persons taking part in rehearsal. Record youth string groups under line 3520.</p>
3560	<p><b>Other Music Instruction</b> - Count number of sessions and numbers of persons taking instrumental, vocal, piano and other music instruction, include local Bandsmen in United (Divisional) Band Program.</p>
3570	<p><b>Gospel Performing Arts</b> - Record only enrolled members.</p> <p>Count attendance of all participants in performing groups such as drama, mime, dance, etc.</p>
<b><u>ADMINISTRATION</u></b> (4000 Series)	
4010	<p><b>Corps Council - Membership</b> - Record all members approved by the Divisional Commander in accordance with orders and regulations governing a Corps Council. Do not include Corps Officers.</p> <p>Attendance - Record meetings/attendance of all persons present.</p>
4115	<p><b>Advisory Board</b> - Record Regular, Ex officio, Life and Emeritus Members now on roll in accordance with "Manual of Advisory Organizations".</p> <p>Count the number of meetings and attendances in accordance with the "Manual of Advisory Organizations". Include committee meetings and Annual Civic meeting.</p>
4116	<p><b>Advisory Councils</b> - Record the Designated, Ex officio and Elected Members and Members-at-Large currently enrolled in accordance with the "Manual of Advisory Organizations".</p> <p>Count number of meetings and attendances according to the "Manual of Advisory Organizations" including committee meetings.</p>

Line	Definition
4118	<p><b>Women's Auxiliary</b> - Record the Regular and Ex officio Members currently enrolled in accordance with the "Manual of Advisory Organizations".</p> <p>Count meetings and attendances for Women's Auxiliaries according to the "Manual for Advisory Organizations". Include committee meetings.</p>
4120	<p><b>Salvation Army Association</b> - Include as members the count of those who have responded to an Association appeal consistent with membership stipulations in the "Associations Manual" in the "Manual of Advisory Organizations". Count number of meetings and attendances according to the "Manual of Advisory Organizations".</p>
<p><b><u>Volunteers</u></b></p> <p>A "Volunteer" is a worker, registered or not, rendering service to The Salvation Army for which he or she is not paid. Hours of service given in preparation for and leading of group meetings and activities are to be recorded on the same line as the specific activity, as applicable. Otherwise use line 4130. Do not count hours in preparation for or in actual service given in religious meetings, prayer meetings, Sunday School, etc.</p> <p>The hours portal to portal given by members of Advisory Board, Auxiliaries, Salvation Army Association, etc., in attending meetings, conducting campaigns or other fund-raising efforts; hours given by volunteers in emergency disaster work, hours of service by League of Mercy volunteers, and any service by any volunteers included in the membership enrollment of volunteers will be reported.</p>	
4130	<p><b>Volunteer Activity</b> - Record the number of volunteers enrolled who are not included in any other volunteer membership list.</p> <p>Count meeting attendance for all volunteers participating in activities or events such as, Christmas planning, doll teas not associated with auxiliaries, media luncheon, volunteer recognition, etc. Do not include activities recorded elsewhere.</p>
4131	<p><b>Total Volunteers/Hours</b> - Cumulative total of all volunteers/volunteer hours.</p>
4140	<p><b>Service Units</b> - Record Service Unit Committee membership as listed.</p> <p>Record the number of meetings and total attendance for Service Unit Committee meetings, including the unit's annual meeting. Record also volunteer hours accumulated.</p>
4150	<p><b>Unduplicated Count</b> - Record the number of individual persons who are soldiers, recruits, or adherents of the Corps and others who are enrolled in a Corps Section or function of the Corps, such as: Clubs, Community Center, Child Day Care, Older Adult activity. Each person is counted only once even though he/she may have two or more types of membership.</p>
4160	<p><b>Unduplicated Groups Using Facilities</b> - Record the number of non-Salvation Army groups using Salvation Army facilities. Each group is counted only once in a year.</p>

Line	Definition
4161	<b>Number Attending Sessions</b> - Count the number in attendance at all sessions of any non-Salvation Army group using the facilities.
4162	<b>Hours Facility Used by Group</b> - Count the total hours of usage each time a non-Salvation Army group uses the facilities.
4170	<b>Public Presentations</b> - Record the number of public relation presentations to service clubs, churches, groups and other organizations.
4180	<b>Radio/Television Minutes</b> - Record time of programs arranged locally, whether live broadcasts of meetings, interviews, special programs, etc., or recorded programs under local sponsorship. Do not include network programs arranged by National, Territorial or Regional auspices, spot announcements or advertisements, or broadcast news items of Salvation Army interest.
<b><u>PERSONNEL MANAGEMENT</u></b> (4200 Series)  Record number and attendance of all general staff meetings on line 4205. Record volunteer number and hours for lines 4205-4270.	
4205	<b>Employees - Regular</b> - Record full-time workers. Do not include part-time, temporary or seasonal (camp or Christmas) employees. This is an unduplicated count at regular employees within each reporting unit. Record number and attendance of general staff meetings on line 4205.
4210	<b>Employees - Temporary</b> - Record temporary employees. A temporary employee is approved for a specified period of time (i.e., camp, Christmas, short-term projects, etc.). This is an unduplicated count of temporary employees within each reporting unit.
4220	<b>Employees - Part-Time</b> - Record part-time workers based on THQ Employee Guidelines. Do not include full-time or temporary employees. This is an unduplicated count of part-time employees at each recording unit.
4230	<b>ARC - Exempt Employees</b> - Exempt Employees are those that are exempt from the employee to beneficiary ratio, i.e., professional and paraprofessional employees, including store employees, counselors, case workers, intake clerks, chaplains, program directors, and secretaries dealing with case records.
4240	<b>Physicians</b> - List the number of doctors regularly on the staff of a medical clinic.
4250	<b>Nurses</b> - List the number of nurses on the staff. Include nurses, LPNs and nurses' aides.
4260	<b>Ancillary Medical Staff</b> - List the number of pharmacists, radiologists, physiotherapists, laboratory technologists.
4270	<b>Student Interns</b> - List the number of students assigned to the program for training.
4280	<b>Officers</b> - List the number of officers on the staff. Do not list retired officers.

Line	Definition
<b><u>DISASTER SERVICE MANAGEMENT</u></b> (4300 Series)	
<b>4310</b>	<b>Unduplicated Number of Disasters -</b>
<b>4320</b>	<b>Number of Disaster Vehicles (S.A. Operated)</b> - Record the number of vehicles operated by The Salvation Army in response to a disaster.
<b>4330</b>	<b>Government Operated Field Office (S.A. Participation)</b> - Record the number of Government Field Offices with which The Salvation Army participates in response to a disaster.
<b>4340</b>	<b>Government Operated One-Stop Center (S.A. Participation)</b> - Record the number of Government One-Stop Centers with which The Salvation Army participates in response to a disaster.
<p><b><u>SERVICES TO INDIVIDUALS</u></b> (5000 Series)</p> <p>The Salvation Army provides counseling or material assistance to distressed persons, regardless of race or creed, whose need is brought to the attention of The Salvation Army either by direct application or referral. The sophistication of the service depends upon the needs of the community and the available response by The Salvation Army (See Salvation Army Primer for Social Service Programs.)</p> <p><b><u>CASE PROFILE</u></b></p> <p>For each line (5110-5116) please record <b><i>all</i></b> cases (<b>new and brought forward</b>) receiving service during the current month, whether or not material assistance is given. For line 5120, enter the sum of 5110 through 5116.</p>	
<b>5110</b>	<b>Men (Individual) Cases</b> - Record the number of individual men served for whom a record has been made.
<b>5112</b>	<b>Women (Individual) Cases</b> - Record the number of individual women served for whom a record has been made.
<p>Lines 5110 and 5112 represent an unduplicated count in each category for the month. <u>Individual</u> includes all persons who receive service for themselves.</p>	
<b>5114</b>	<b>Children Only Cases</b> - Record individual children under age 18 making application for assistance/assisted for whom a record has been made as in Court Diversion, Child or Adolescent Counseling, at Risk Youth and Child Protection.
<b>5116</b>	<b>Family Cases</b> - Record as one case entire families (regardless of size or composition) making application for assistance/assisted for whom a record has been made.

Line	Definition
5120	<p><b>Cases Served This Month (Unduplicated)</b> - Record unduplicated count of cases served <u>during the month</u>. A single man or woman (or child) would be one "case" and a family group, regardless of size is also a "case"; this implies that an individual record is made.</p> <p>If the same person or case is given service more than once in the month, that service is counted under the type of assistance given; however, the "case" is <u>counted only once in the month</u>.</p> <p>The total of cases recorded on lines 5110-5116 must equal the number on line 5120.</p>
5125	<b>Total Persons Served (Unduplicated)</b> - Record all persons served (unduplicated) during the month in the "cases" recorded on line 5120.
5130	<b>Cases Served First Time This Year (Unduplicated)</b> - Record cases <u>not served previously during the year</u> . This makes it possible to have an <u>unduplicated</u> count of the cases served in any one year.
5135	<b>Persons Served First Time This Year (Unduplicated)</b> - Record persons <u>not served previously during the year</u> . This makes it possible to have an unduplicated count of the persons served in any one year.
<b><u>MATERIAL ASSISTANCE</u></b> (5200 series)	
5201	<b><u>Food Service</u></b>
5202	<b>Meals Provided</b> - Record <u>all meals provided whether purchased from another source or served through a Salvation Army facility</u> . Count 1 meal for each person served, hence a mother and 2 children would be 3 meals multiplied by the number provided.
5203	<b>Mobile Canteens</b> - Meals/Beverages
5204	<b>Staff/Others Meals</b> - Record the number of meals provided to other than program participants.
5205	<b>Mass Feeding</b> - Record number of meals served & volunteers/Volunteer hours (includes seasonal, disaster and local emergency feeding services).
5206	<b>Total Snacks Served</b> - Record the number of total snacks served. A snack equals one-half meal. Multiply number of snacks by number of persons served.
5207	<b>Groceries, Orders Provided</b> - Record groceries provided by voucher or distributed through a food pantry or food bank.
5210	<b>Home Delivered Meals</b> - Record the total number of volunteers and hours served including Salvation Army volunteers assisting in a program with The Salvation Army and a cooperating agency (i.e., Meals on Wheels).
5212	<b>Persons Served Home Delivered Meals</b> - Record the unduplicated count of persons served home delivered meals during the month.

Line	Definition
5214	<b>Meals Home Delivered</b> - Record the cumulative number of all home delivered meals during the month.
5220	<b>Housing</b>
5221	<b>Lodgings Provided (S.A. Facility)</b> - Record only lodgings provided in Salvation Army facilities. A "lodging" equals one person housed for one night - hence a mother and 2 children housed for 3 nights would equal nine "lodgings".
5222	<b>Lodgings Provided (Non S.A. Facility)</b> - Record only lodgings purchased from another source, e.g., hotel, motel, mission, etc. Rent payments to maintain a family in their own home are included on line 5223. A "Lodging" equals one person housed for one night - hence a mother and 2 children housed for 3 nights would equal nine "lodgings". Include local emergency service.
5223	<b>Housing Assistance - Orders Provided</b> - Record number of rent/mortgage assistance payments to establish and/or maintain an individual/family in their own home.
5224	<b>Permanent Placement/Housing</b> - Record the cases in which individuals were provided with permanent placement/housing (apartment, house, convalescent care, etc.) opportunities.
5230	<b>Clothing - Items Distributed</b> - Record the number of clothing items provided and the number of volunteers/hours served.
5232	<b>Furniture - Items Distributed</b> - Record the number of furniture items provided and the number of volunteers/hours served.
5234	<b>Medical - Orders Provided</b> - Record the number of medical orders provided (e.g., prescriptions) and the number of volunteers/hours served.
5236	<b>Personal Comfort Kits Provided</b> - Record the number of personal comfort kits provided (e.g., toiletries, personal care items and clean-up kits) and the number of volunteers/hours served.
5238	<b>Energy Assistance - Orders Provided</b> - Record the number of Energy Assistance orders provided and the number of volunteers/hours served.
5240	<b>Transportation</b> - Record the number of volunteers and hours served.
5241	<b>Transportation - Orders Provided</b> - Record the number of transportation orders provided.
5242	<b>Transportation - Persons Transported</b> - Record the number of individuals provided transportation during the month. This should be cumulative.
5250	<b>Toys Distributed</b> - Record the number of toy items provided and the number of volunteers/hours served.
5260	<b>Gifts Distributed</b> - Record the number of gift items provided (e.g., seasonal, League of Mercy, Correctional Services, etc.) and the number of volunteers/hours served.

Line	Definition
5270	Other Services -
<b><u>SPECIALIZED SERVICES</u></b> (5300 Series)	
5301	<b><u>Correctional Services</u></b>
5302	<b>Visits Made to Correctional Institutions</b> - Record as one unit a visit by a group or by an individual
5303	<b>Offenders Visited</b> - Record the number of individual offenders with whom a personal contact was made. (Do not include group attendance at meetings, musical programs, etc., on this line.)
5304	<b>Meetings Conducted</b> - Record the number of religious services, Bible classes and any other meetings conducted. Include meetings conducted in institutions on Correctional Service Sunday. (Do not record under other Group Activity.)
5305	<b>Attendance at Meetings</b> - Record the total number of persons present at all services indicated on line 5304.
5310	<b>Bible Course Correspondents DHQ/THQ</b> - Record all new enrollees in a Bible correspondence program this month.
5311	<b>Lessons Received This Month DHQ/THQ</b> - Record number of lessons received and graded this month
5320	<b>Persons Assigned to S.A. Supervision (Unduplicated)</b> - Record all persons who during this reporting period are pre-released, paroled, pre-sentenced, diverted or otherwise remanded to Salvation Army supervision in or out of an S.A. facility.
5322	<b>Visits to Courts</b> - Record the visits of a Salvation Army representative to any court for the purpose of giving service or assistance.
5324	<b>Court Cases Aided (Unduplicated)</b> - Record the number of persons receiving any service or assistance as a result of visits to courts. If a case record is made, it will also be recorded under Services to Individuals.
5330	<b>Prison Toy Program</b> - Record the number of children sent toys.
5340	<b><u>LEAGUE OF MERCY</u></b>
5341	<b>Institutions Visited First Time This Year</b> - Record number of institutions visited this month <u>not previously</u> reported during the calendar year. In December that accumulative figure should be an unduplicated count of the institutions visited during the year.
5342	<b>Visits to Institutions/Private Homes</b> - Record the number of visits made to institutions/private homes during the month. (If ten members visit institutions/private homes at the same time, this is <u>one visit</u> to the institution/private home.) Record the number of League of Mercy volunteers/hours served.



Line	Definition
5343	<b>Individuals Visited</b> - Record persons individually visited/contacted by League of Mercy workers. (Do not count group attendance at meetings, musical programs, etc. These would be recorded on line 5345).
5344	<b>Meetings Conducted in Institutions/Private Homes</b> - Record the number of programs/meetings conducted.
5345	<b>Attendance at Meetings</b> - Record attendance at programs/meetings conducted in institutions/ private homes.
5350	<b><u>MISSING PERSONS</u></b>
5351	<b>Number of Inquiries Received</b> - Record total number of initial requests for service in locating a specific person. Do not include requests for general information.
5352	<b>Cases Opened</b> - Record the number of cases accepted for service consistent with existing policy.
5353	<b>Number of Persons Found</b> - Record number of cases in which the missing person was located through the services of The Salvation Army in your community, whether or not the person is reunited with his/her family.
5360	<b><u>RESIDENTIAL CAMP</u></b>
	<p><u>Camp</u></p> <p>This section is intended to reflect the use of Salvation Army camp facilities by local corps or program units.</p> <p>This refers to overnight camping, summer or winter. It includes all youth and community service camps, men's camp, retreats, family weekends, senior citizen camping, home league camp, etc.</p>
5361	<b>Persons Provided Camp Experience (Unduplicated)</b> - Record the number of persons (unduplicated) attending any camp through your local program.
5362	<b>Total Days Camp Provided</b> - Record the sum of the total days camp provided per person. Example: Sally - 5 days; Jim - 5 days, Karen - 3 days, Robert - 10 days = 5 + 5 + 3 + 10 = 23 days camp provided for reporting period or 40 community service campers for 6 days each = 40 x 6 = 240 days camp provided.
5370	<b><u>MEDICAL</u></b>

Line	Definition
<b><u>MEDICAL SERVICES</u></b>  In order to collect essential medical statistics for the National and International reports, the following lines will be used. These lines may be used by any program which includes an approved medical component in its services.  A clinic is defined as a program designated to provide health services to persons in need of preventive or health maintenance which, for reasons of ready access or efficiency of service delivery, can be satisfactorily provided outside the auspices of a hospital.	
5372	<b>Out Patient Visits (Repeated This Year)</b> - List the number of visits to the clinics by the patients after the first visit of the year.
5373	<b>In Patients Admitted During Month - Men</b> - List the number of male patients admitted during the month, e.g. detox, etc., where patients reside in the clinic for medical treatment.
5374	<b>In Patients Admitted During Month - Women</b> - List the number of female patients admitted during the month, e.g. detox, etc., where patients reside in the clinic for medical treatment.
5375	<b>In Patients Admitted During Month - Children</b> - List the number of children patients admitted during the month, e.g. detox, etc., where patients reside in the clinic for medical treatment.
<b><u>PERSONALIZED SERVICES</u></b> (6000 Series)  The Salvation Army participates in a variety of services with most corps/units providing at least one service or cooperating with other community groups to provide a personalized service.  The 6100 series refers to a planned means through a formally organized program/office to provide information to persons requesting help concerning community resources to meet a specific need, whether by phone or in person. When such is available a referral should be made.	
6110	<b>Information and Referral -Number of Volunteers/Volunteer Hours</b>
6112	<b>Information and Referral - Number of Requests</b> - Record incoming and outgoing calls or requests for information, including calls regarding the Adult Rehabilitation Center and consultation with other agencies.
6114	<b>Information and Referral - Number of Referrals</b> - Record the number of specific referrals made (may be more than one per call/request). Referrals are the definite connection of an individual to a particular service and/or agency including, but not limited to, arranging appointments for individuals, etc.
6210	<b><u>COUNSELING/CASE MANAGEMENT</u></b> - Record the number of volunteers and hours served.

Line	Definition
6212	<p><b>Cases Given Counseling</b> -Counseling is defined as a formal process (including, but not limited to, assessment and intervention) designed to improve some specific aspect of psycho-social-spiritual functioning, provided by appropriately licensed/certified personnel.</p> <p>Record cases for whom a record is established and a plan developed.</p>
6214	<p><b>Cases Given Case Management</b> - Case Management is defined as the primary management of all aspects of case planning including, but not limited to, outreach, assessment, plan formulation, linking to resources, problem-solving, follow-up/aftercare and evaluation.</p> <p>Record cases for whom a record is established and a program/service plan developed.</p>
6310	<p><b>Interviews/Sessions with Individuals</b> - Record all individual sessions including interviews, counseling, tutoring, speech therapy, case management or the like in the office or on the telephone.</p>
6410	<p><b>Referrals to Other Community Resources</b> - Record "Referrals To Other Community Resources" which is more than just giving information; it is making a <u>specific arrangement</u> for individuals to apply to another source, e.g., social agency employment sources, clinics, etc., for help.</p>
6510	<p><b>Telephone Reassurance - TeleCare</b> - An organized volunteer program (i.e., League of Mercy, Medical Fellowship, etc.) providing calls to individuals who live alone or who are temporarily alone to check on their well-being. The service may be called by other names, such as, "telecare," "Lifeline," etc.</p>
6512	<p><b>Telephone Reassurance - Persons Being Called (Unduplicated)</b> - Record the unduplicated count of the persons in the program during the month.</p>
6514	<p><b>Telephone Reassurance - Total Calls Made</b> - Record the actual number of calls made.</p>
6610	<p><b>Homemaker/Homehealth Aide/Chore Service</b> - These may be funded or volunteer programs. "Homemaker" refers to a placement which usually covers a few hours to several weeks. "Homehealth Aide" refers to a person who goes into the home for a few hours at a time with a specific assignment and does not take over management of the home. "Chore Service" involves such things as minor repairs, yard work, installation of screen and storm windows, etc.</p>
6612	<p><b>Homemaker/Home Health Aide/Chore Service - Persons Served</b> - Record the unduplicated count of the persons and/or families served during the month.</p>
6614	<p><b>Homemaker/Home Health Aide/Chore Service - Visits/Service Given During Month</b> - Record each visit for whatever purpose and not the number of chores done or services given.</p>
6710	<p><b>Home Visits</b> - Record total number of visits to clients' homes providing casework service, case management, family therapy, etc.</p>

Line	Definition
6810	<b>Employment Training/Education</b> - Record sessions held specifically for the purpose of employment training and/or education, for program participants.
6812	<b>Employment Placement</b> - Record the cumulative number of referrals made.
<b>PROGRAM CENTERS</b> (7000 series)	
7010	<b>Capacity</b> - Indicate capacity of facility/program.
7015	<b>Number of Days Center Open During Month</b> - Record the number of days the facility/program is open during the month, i.e., 5 days for 4 weeks equals 20. In the case of a camp, this is the number of days in the camping period being reported.
7020	<b>Potential Days of Occupancy/Utilization (7015 X 7010)</b> - This figure is achieved by multiplying the number of days in the reporting period by the available capacity.
7025	<b>Number of Days' Care</b> - Record the total days care for all persons present during the current month; i.e., Mary, 22 - Joseph, 15 - Susan, 21 - equals 58.
7030	<b>Days of Employee Lodging</b> - List the total number of days' occupancy by all employees.
7035	<b>Total Days of Occupancy/Utilization (7025 + 7030)</b> - Total of days' occupancy by guests and employees.
7040	<b>Percent of Occupancy/Utilization for Period (7035 / 7020)</b> - This figure is determined by dividing the number of days occupancy by the potential days of occupancy.
7045	<b>Number Under Care First of Month</b> - Record persons in the program at the beginning of the month. This figure should be in agreement with line 7065 from last month.
7050	<b>Total Persons Admitted During Month (New)</b> - Record all new persons entering the program during the month.
7055	<b>Total Persons Cared for During Month</b> - Record total of line 7045 and 7050.
7060	<b>Total Persons Discharged During Month</b> - Record all persons who leave the program during the month.
7061	<b>ARC - Total Persons Discharged During the Month - Satisfactory</b>
7065	<b>Total Persons in Center End of Month</b> - Subtract number on line 7060 from line 7055.
7070	<b>Number of Persons Subsidized</b> - Record the first time a tax-subsidized individual is added to the program this year.
7100	<b>Day Camp -Number of Days Held During Reporting Period</b> - Record the number of days in which day camp was held during the reporting period.
7101	<b>Total Number of Persons Registered (Unduplicated)</b> - Record the unduplicated number of individuals registered for day camp. Do not include staff in this total.
7102	<b>Total Attendance</b> - Record the total number of campers per day.

Line	Definition
7103	<b>Meals and Snacks - Total Meals Served</b> - Record one meal for each person served and 1/2 meal for each snack served; i.e., mother and two children would be three meals multiplied by the number provided.
7110	<b>Community Centers - Number of Members (Unduplicated)</b> - Record the number of individuals registered as members of an organized program for youth, adults, or older adults held in Salvation Army facilities. The local unit determines what constitutes a registered member.
7120	<b>Door Check - Members</b> - Record the <u>unduplicated count</u> of each member entering the facility for program participation who is registered under membership line 7111.
7124	<b>Door Check - Visitors</b> - Record the <u>unduplicated count</u> of each person entering the facility for program participation who is not registered as a member.
7126	<b>Door Check - Spectators</b> - Record by head count persons entering door/gate to observe a center activity.
7130	<p><b>Physical Education (Structured)</b> - Record the number of sessions and participants at organized athletic activities, including practices, classes and leagues.</p> <p>Only one session is to be recorded regardless of the length of the activity. In the case of teams in league play, each game should be recorded as one session.</p> <p>The attendance figure is to be an unduplicated (head) count of all participants (not spectators) in the activity.</p>
7135	<p><b>Physical Education (Unstructured)</b> - Record total number of sessions. (Each hour that the facility is open should be counted as a session.)</p> <p>Record accumulated attendance totals. (Athletic field, Gymnasium, Swimming Pool, etc.) after counting activities at intervals of one hour.</p>
7140	<b>Recreation</b> - Record sessions and attendance on playground, in game rooms, other program areas which are on a minimally organized basis, i.e., tournaments, etc.
7150	<p><b>Education</b> - Record sessions and attendance in classes or groups which meet for mutual interest purposes... crafts, hobbies, arts, etc. (Special Interest Groups)</p> <p>Record sessions and participants in organized clubs with elected officials. (Group Clubs)</p> <p>Record sessions and participants using the library room as a resource for homework, study, tutoring and reading. (Library)</p> <p>Record sessions and participants on continuing program, i.e. tutorial, pre-school, nursery, etc.</p>

Line	Definition
7160	<p><b>Social &amp; Special Events (Structured)</b> - Special events refer to activities that supplement the regular Center/Club program. This would include awards night, mother &amp; daughter banquets, father &amp; son banquets, special work with Civic Clubs, etc.</p> <p>Record sessions and participants of those attending parties, carnivals, fellowship hour, etc.</p>
7170	<p><b>Special Trips</b> - Record the number of trips taken during the reporting period. These trips could be one or more days, such as, to a baseball game, state park.</p>
7175	<p><b>Special Trips - Attendance</b> - Record attendance to special planned excursions. These trips could be one or more days, such as, to a baseball game, state park.</p>
7180	<p><b>Number of Beneficiaries</b> - Record the unduplicated count of beneficiaries participating in the work therapy program for the month.</p>
7182	<p><b>Work Therapy Sessions</b> - Record here the total number of work sessions during the month by all beneficiaries. Counting each day as a work session for each individual beneficiary participating in work therapy for that day, accumulate the number of sessions for each day of the reporting period, e.g. if you had 35 participating the first day, 30 the second day, 40 the third, etc., add the totals of each day to arrive at the number of work sessions for the month, 105 in this example.</p>
<p><u>Work Progress Reports Processed</u></p> <p>It is intended that work progress or behavior reports be made regularly in the program. Record the number of reports made during the month.</p>	
7184	<p><b>Progress Shown</b> - Record the number of reports showing progress. A behavior report of commendation would be counted as progress shown.</p>
7186	<p><b>No Progress Shown</b> - Record the number of reports showing no progress. A negative progress report would be shown as no progress shown.</p>