

CPL Tracking and Reports:

1. The **CPL administration will send a quarterly spending report** to the group contact person. In this manner, the group can keep a clear accounting of its funds.
2. The **CPL administration asks for a Quarterly Statement** from the group, outlining its activities. This is NOT a major undertaking. An e-mail report will do. We want to know, as applicable:
 - How often you met
 - Where you met/how you met (in person, on line, via phone)
 - Who, if anyone, joined you for deeper discussion
 - What you have read
 - In what activities you have engaged (art classes, working in soup kitchens, writing workshops, spa days)
 - Anything else you want us to know

Send your Quarterly Statement to:

jmaykus@austinseminary.edu and kmuenchow@austinseminary.edu

or by mail to the Austin Seminary office address.