Management Documents

Mothers' Club Management Tools

List of documents / tools included in this document:

[**MONTHLY ACTIVITY PLANNING SHEET 2**](#_Toc96697207)

[**ACTIVITY MONITORING SHEET 3**](#_Toc96697208)

[**FINE TRACKING SHEET 4**](#_Toc96697209)

[**MOTHERS’ CLUB ATTENDANCE BOOK 5**](#_Toc96697210)

[**MOTHERS’ CLUB ATTENDANCE BOOK 7**](#_Toc96697211)

[**VISITOR'S BOOK 9**](#_Toc96697212)

[MONTHLY MONITORING SHEET FOR MOTHERS' CLUB MATERIALS 10](#_Toc96697213)

[REGISTRATION FORM FOR MATERIAL ASSETS 11](#_Toc96697214)

Management documents

**Mothers' Club ...............................................; Village of .................................................; Month: ............................**

### MONTHLY ACTIVITY PLANNING SHEET

|  |  |  |
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| **Date** | **Location** | **Type of activity** |
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Comments:..............................................................................................................................................................................................................................................................................

**Signatures:**

**Mothers' Club ...............................................; Village of .................................................; Month: ............................**

### ACTIVITY MONITORING SHEET

|  |  |
| --- | --- |
| **Date:** | **Location:** |
| **Theme:** | |
| **Type of activity:** | |
| **Communication method:** | |
| **Participants:** ( ) women; ( ) men; ( ) children | |

Comments:..............................................................................................................................................................................................................................................................................

**Signatures:**

**Mothers' Club ...............................................; Village of .................................................; Month: ............................**

### FINE TRACKING SHEET

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| --- | --- | --- | --- | --- |
| **Last name / First name** | **Date** | **Reasons** | **Amount to be paid** | **Signature** |
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Comments:..............................................................................................................................................................................................................................................................................

**Signatures:**

**Mothers' Club ...........................................................; Village of .................................................; Year: .................................................**

### MOTHERS' CLUB ATTENDANCE BOOKLET

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| **No.** | **Last name / First name** | **January** | | **February** | | **March** | | **April** | | **May** | | **June** | |
|  |  | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **11** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **12** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **13** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **14** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **15** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **16** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **17** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **18** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **19** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **20** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Number of absences: ......................................................; Number of those excused: ........................................................................; Number of attendees: ...............................

Comments: **..................................................................................................................................................................................... .......................................................................................................................................................................................**

**Signatures:**

**Mothers' Club ...........................................................; Village of .................................................; Year: .................................................**

### MOTHERS' CLUB ATTENDANCE BOOKLET

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| **No.** | **Last name / First name** | **July** | | **August** | | **September** | | **October** | | **November** | | **December** | |
|  |  | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Number of absences: ......................................................; Number of those excused: ........................................................................; Number of attendees: ...............................

Comments: **..................................................................................................................................................................................... .......................................................................................................................................................................................**

**Signatures:**

**Mothers' Club ...........................................................; Village of .................................................; Year / period: .................................................**

### VISITOR'S BOOK

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| --- | --- | --- | --- | --- | --- |
| **Last name / First name** | **Date** | **Facility** | **Purpose of the visit** | **Suggestion** | **Signature** |
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Comments:**..............................................................................................................................................................................................................................................................................................................................................................................................................................................**

**Mothers' Club .................................................................................................................................................; Village of ..........................................................................................**

**Inventory date: .................................................; Sheet no.: ...................................**

### MONTHLY MONITORING SHEET FOR MOTHERS' CLUB MATERIALS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Material** | **Number** | **Date of acquisition** | **Sources of acquisition** | **Condition of the equipment** | | **Missing materials** | **Comments** |
| **Good**  *(number)* | **Bad**  *(number)* |
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Comments:**.........................................................................................................................................................................................................................................................................................................................................................................**

**Signatures:**

**Mothers' Club ...........................................................; Village of .................................................; Year / period: .................................................**

### REGISTRATION FORM FOR MATERIAL ASSETS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Designations** | **Quantities** | **Date of acquisition** | **Source (s)** | **Comments/Condition** |
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Comments:**..............................................................................................................................................................................................................................................................................................................................................................................................................................................**

**Signatures:**