Documents de Gestion

Outils de gestion des Clubs des Mères

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Les documents de gestion

**Club des Mères ………………………………….……. ; Village de …………..…………………………….. ; Mois  : …………..……………**

### FICHE DE PLANIFICATION MENSUELLE D’ACTIVITÉS

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| **Date** | **Lieu** | **Type d’activité** |
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Observations:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Signatures :**

**Club des Mères ………………………………….……. ; Village de …………..…………………………….. ; Mois  : …………..……………**

### FICHE DE SUIVI D’ACTIVITÉ

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| **Date :** | **Lieu :** |
| **Thème :** | |
| **Type d’activité :** | |
| **Méthode de communication :** | |
| **Participants :** ( ) femmes ; ( ) hommes ; ( ) enfants | |

Observations:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Signatures :**

**Club des Mères ………………………………….……. ; Village de …………..…………………………….. ; Mois  : …………..……………**

### FICHE DE SUIVI DES AMENDES

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| **Nom / prénom** | **Date** | **Motifs** | **Montant à payer (FCFA)** | **Signature** |
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Observations:………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Signatures :**

**Club des Mères ………………………………….………………. ; Village de …………..…………………………….. ; Année  : …………..……………………………..**

### CAHIER DE PRESENCE CLUB DES MERES

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| **N°** | **Noms & prénoms** | **Janvier** | | **Février** | | **Mars** | | **Avril** | | **Mai** | | **Juin** | |
|  |  | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Nombres d’absences: ……………………………………………… ; Nombre des excusées :… …………………………………………………………… ; Nombre de présence :………………………………

Observations : **………………………………………………………………………………………………………………………………………………………………. …………………………………………………………………………………………………………………………………………………………………**

**Signatures :**

**Club des Mères ………………………………….………………. ; Village de …………..…………………………….. ; Année  : …………..……………………………..**

### CAHIER DE PRESENCE CLUB DES MERES

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| **N°** | **Noms & prénoms** | **Juillet** | | **Aout** | | **Septembre** | | **Octobre** | | **Novembre** | | **Décembre** | |
|  |  | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** | **1** | **2** |
| **1** |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Nombres d’absences: ……………………………………………… ; Nombre des excusées :… …………………………………………………………… ; Nombre de présence :………………………………

Observations : **………………………………………………………………………………………………………………………………………………………………. …………………………………………………………………………………………………………………………………………………………………**

**Signatures :**

**Club des Mères ………………………………….………………. ; Village de …………..…………………………….. ; Année / période : …………..……………………………..**

### CAHIER DU VISITEUR

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| **Noms & prénom** | **Date** | **Structure** | **Objet de la visite** | **Suggestion** | **Signature** |
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Observations : **……………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………………**

**Club des Mères ………………………………….…………………………………….…………………………………….………………. ; Village de ……………………………………….………..……………………………..**

**Date d’inventaire : …………..…………………………….. ; Nᴼ de fiche : ……………………………..**

### FICHE DE SUIVI MENSUEL DES MATERIELS DES CLUB DES MERES

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| **Matériel** | **Nombre** | **Date d’acquisition** | **Sources d’acquisition** | **Etat du matériel** | | **Matériels Manquant** | **Observations** |
| **Bon**  *(nombre)* | **Mauvais**  *(nombre)* |
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Observations : **……………………………………………………………………………………………………………………………………………………………….………………………………………………………………………………………………………………………………………………………………**

**Signatures :**

**Club des Mères ………………………………….………………. ; Village de …………..…………………………….. ; Année / période : …………..……………………………..**

### FICHE D’ENREGISTREMENT DES BIENS MATERIELS

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| **N°** | **Désignations** | **Quantités** | **Date d’acquisition** | **Source (s)** | **Observations/Etat** |
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Observations : **……………………………………………………………………………………………………………………………………………………………….…………………………………………………………………………………………………………………………………………………………………**

**Signatures :**