



Ontario Provincial Council
The Catholic Women's League of Canada
Organization Standing Committee

Directive #3

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November 27, 2017

To: Diocesan Organization Committee Chairpersons
From: Colleen Perry, Ontario Provincial Council, Organization Standing Committee
Chairperson, Sub Committee Chair: Glenda Klein
cc: Diocesan Presidents, Provincial Officers, National Organization Standing Committee
Chairperson

*"Truly I tell you, just as you did not do it to the least of these, you did not do it to me."
Matthew 25:40*

Attachments (15 total)

- Procedure for filing diocesan annual reports (1)
- Time line for filing annual reports (1)
- Diocesan Annual Reports templates (13)

Annual Reports

Thank you so much to the many councils who have already filled in their online annual reports. For many it was a scary experience, but you have done it and I know the result will be amazing! Parish council online reporting deadline is December 31st, 2017 but let's try to be done by December 15th... just for good measure. National office will not be accepting any manual submissions after the reporting deadline this year. Each diocesan president is getting a weekly report that indicates the status of each council's reports. Diocesan presidents, your organization chairs are there to help you. Please ask their assistance in contacting parish councils who do not have their reports done yet to ensure that they have all the help they need and that there are no roadblocks for the councils.

The following chart is based on national office having reports to the diocesan presidents/organization chairs by January 30th (like last year). If these dates change I will advise immediately.

There is a two (2) week window for each level to complete their report, please check the content and formatting prior to sending to the next level. As you can imagine there are thousands of reports to be checked at the national level prior to sending back to us. I have attached a zip file with the templates for the diocesan annual reports.

Please do not change the format on these templates.

Completion Date (on or before)	From:	TO:
December 31, 2017	parish councils	national office
January 30, 2018	national office	diocesan presidents/ organization chairs (immediately forwarded to diocesan chairs)
February 15, 2018	diocesan chairs	diocesan organization chairs (reviews content/formatting)
February 28, 2018	diocesan organization chair	provincial organization chair (immediately forwarded to provincial chairs)
March 1, 2018	diocesan president	provincial president
March 15, 2018	provincial chairpersons	provincial organization chairs/national counterparts

Membership

Congratulations on your council membership drives. I am certain they were successful. We have so much to celebrate. Remember that membership fees should be sent to national office as soon as they are received. The sooner this is done, the sooner the provincial and diocesan portions get sent to that level.

I want to take this opportunity to wish you all the best of the season. May the joyous celebrations of the birth of Our Lord and Saviour fill you and your families with peace.

Blessings,

Colleen Perry