



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

Directive # 7

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Date October 2018

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

Annual Reports

I have received notification that the report summaries from national will only be available February 15th. The following chart is the adjusted dates although I have not received final word that the March dates will work for them. I will send another directive if these dates change.

Online reporting will be available November 1, 2018		
Completion Date (on or before)	From:	To:
December 15, 2018 if paper January 15, 2019 if on-line	parish councils	national office
February 15, 2019	national office	diocesan presidents/ organization chairs (immediately forwarded to diocesan chairs)
March 1, 2019	diocesan chairs	diocesan organization chairs (reviews content/formatting)
March 15, 2019	diocesan organization chair	provincial organization chair (immediately forwarded to provincial chairs)
March 15, 2019	diocesan president	provincial president and provincial organization chair
March 29, 2019	provincial chairpersons	provincial organization chairs/national counterparts

We ask that you complete and return these reports by December 15, 2018, if you are submitting them on paper and by January 15, 2019, if you are filling them out on-line. **The reports will be available on-line on November 1st**, and all links start with www.snapsurveys.com/wh/s.asp?k=. After the = sign, depending on your position in the council you will add the a number from the following list

President	153694193467
Secretary	153746896329
Treasurer	153788561073
Past President	153789914603
Spiritual Development	153798417610
Organization	153798435991
Christian Family Life	153799227165
Community Life	153805534536
Education and Health	153814967415
Communications	153806714951
Resolutions	153814676080
Legislation	153807882460

Although national office is using a different software program this year, the surveys will look and "feel" like last year's version. This year there has been a change where you will be able to complete the on-line surveys on a computer, a tablet or a phone. You will still be able to log on to the reports as many times as you need to complete the report, however once you submit your report there is NO way for national office to allow you to make any changes.

Please double check and print your report before submitting it.

An additional change this year is that you will not need a password. When you enter the survey, you will be prompted for a User ID. User ID's for this survey will be your council code. Council codes can be found on the membership packages that are being sent out this month, OR you can call national office and we will be happy to help you.

There are several buttons on the bottom of the screens to help you navigate the survey.

← Back - This will take you back one screen

⊞ Clear - This will clear the answers from the page



Reset - This will erase all your answers and start from the beginning

🖨️ Print - Print a copy of your survey for your records (ensure you allow for pop ups) **PLEASE PRINT BEFORE SUBMITTING. YOU CANNOT ACCESS THE PRINT FUNCTION AFTER THE SURVEY IS SUBMITTED.**

💾 Save - Saves your work to date on the website so you can access it later. This feature allows you to complete the survey over several sessions. Save DOES NOT submit the completed survey to national office.

→ Forward -This will take you to the next page

↓ Submit - This will mark the survey as complete and submit the survey to national office. **PLEASE MAKE SURE THAT THE SURVEY REFLECTS EXACTLY WHAT YOU WANT IT TO SAY. NATIONAL OFFICE WIII NOT HAVE THE ABILITY TO RESET OR DELETE**

SURVEYS AFTER THEY ARE SUBMITTED. WE STRONGLY RECOMMEND YOU PRINT, SAVE AND REVIEW YOUR PAPER COPY FIRST. THEN RE-ENTER, MAKE ANY NECESSARY CHANGES AND, ONCE YOU ARE SATISFIED, PRESS SUBMIT.

If you would prefer to fill out the reports on paper, please contact national office and they will be happy to send you a link to a printable copy of the surveys. It is VERY important that you complete the survey on the copy that you have **printed directly from the pdf file**. Do NOT circulate photocopies or photocopy the surveys and send in the copies. For your voice to be heard, the clean, unfolded paper copies must be mailed back to national office and then scanned into the survey system when they arrive. The slightest distortion that occurs when the survey is photocopied, folded or marked in any way will impede the smooth processing of these documents.