

Organization Standing Committee



Directive # 9

October 29, 2020

From: Linda Squarzolo,
Provincial President-Elect/Organization Chair

To: Diocesan Organization Chairs

Copy to: Diocesan Presidents, Provincial Executive, National
Organization Chair

Directive #9 and 1 attachment

Hello Everyone,

November is almost upon us and it is probably not anyone's favourite month. However, let us find positive thoughts to brighten our days.... enjoying Halloween treats, Advent and Christmas are just weeks away and the love and friendship we feel from family and League sisters bring us joy.

Parish Annual Reports

I hope many of you attended the **webinar "How to Complete an Annual Report"** offered by Kim Scammell last evening. It was very informative and will be presented again on **November 24th** at 2:00 p.m. (in our time zone). To register, go to cwl.ca. On the main page, scroll down to "Quick Links" where you can register.

If your council has never done annual reports online, this is a great learning tool. Kim walked us through the process.

You can also request a PDF copy of the Webinar presentation from Marion Wong at National office (See contact information below).

Completing Annual Reports

Parish annual reports can be found on the National website (cwl.ca). Go to "**To Organize**" and scroll to "**1000**". The forms can be downloaded and/or printed. They can be completed online or manually (paper copies).

Before completing the online forms, know your **council number** and read the questionnaire prior to answering and think of answers.

Deadlines

Councils can begin sending in their reports on November 1st.

If your council is doing reports **manually**, the **deadline** for submission is **December 15th**.

If your council is doing reports **online**, the **deadline** for submission is **January 15th** (midnight)

Technical Support

If you need help from National Office, contact:

Marion Wong

By Telephone: (204) 927-2310

Online: info@cwI.ca

Monday – Friday 9:30-5:30

Access Codes

I will be sending you the email I received from National office that lists the access codes for each of the officers for your online annual reports.

Parish Mailing October 9th

Information from National office was sent to the presidents of all levels. It is expected that the information will be shared with each member of the executive. For your information, I am attaching the Organization Report.

Stay well,

Linda

Linda Squarzolo
President-Elect/Organization Chair
Ontario Provincial Council