

January 1, 2016

TO BRANCH/DISTRICT PRESIDENTS AND DISTRICT DEPUTIES

*A complimentary copy of the newly printed and updated Branch By-Laws Book and Rituals Book will be sent to you. The Branch By-Laws Book includes the updates from Convention. If you wish to order more of each of the books, they are available for \$2.00 each.

*2016 Branch/District Officers' List (3rd notice). If applicable, please return as soon as possible. Calls have been made to the Branches and Districts we are still missing. Thank you.

Please review with your Branch members the following items:

1. Branch President's Guidelines and Calendar.
2. Installation of Officers and Bishop's Day Guidelines/Bishop's Day Report.
(District Presidents/Deputies) - Branches may find helpful if hosting.
3. Flyers regarding IRS and CA Franchise Tax Board Filings in 2016 for the Year Ending 2015 and I.C.F. Sales Tax Information.
4. "Italian Catholic Federation Branch and District Heritages."
2017 Calendar Theme Flyer.
5. I.C.F. Golf Tournament Flyer - Make Your Plans Now and Save the Date.
6. I.C.F. Recognition Day Flyer.
7. Membership Committee Letter and Membership Chairperson Appointment Form.
8. A Script for a Mass Speaker.
9. Awards Memo and Nomination Forms for: Pope Saint John XXIII Award, Grand President's Award, Mother Teresa Award, Family of the Year Award and Young Adult Leadership Award.
10. Apostolate/Charity Letter, Apostolate/Charity Chairperson Appointment Letter and 2016 Apostolate/Charity Report.
11. Scholarship Program Letters and Agenda, High School Counselor Letter and Poster, Scholarship Application, Branch/District Donation Form and Individual Donation Form.

*Mario Cugia Italian Studies Scholarship Application and Poster.
12. Live to Give Committee Letter.
13. 2016 Dues Chart and Explanation Flyer for the Breakdown of the Dues.
14. Bollettino Guidelines.
15. Flyer regarding Bollettino Ads and Commissions on Ads.
16. In Touch Newsletter - for District Deputies. This is also available through the Member's Area for Branch Deputies or Members to access.
17. Membership Statistical Report Ending 12/31/15 - available for review if you want to see the Membership Activity for the Federation, your District or Branch. The new Membership Report began 7/1/15.
18. Cover Letter sent to the Branch Financial Secretaries and IRS Form to Return to the Office.