

January 1, 2019

TO BRANCH/DISTRICT PRESIDENTS AND DISTRICT DEPUTIES

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

*2019 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. Flyers/Reservation Forms for the I.C.F. 95th Anniversary Galas.
2. Branch Presidents' Guidelines and Calendar.
3. Installation of Officers and Bishops' Day Guidelines/Bishops' Day Report.
(District Presidents/Deputies) - Branches may find helpful if hosting.
4. Flyers regarding IRS and CA Franchise Tax Board Filings in 2019 for the Year Ending 2018 and an I.C.F. Branch/District Expense Report.
5. "Cooking With Our Grandchildren" +- 2020 Calendar Theme Flyer.
6. I.C.F. 2019 Golf Tournament Flyer.
7. I.C.F. Recognition Day Flyer.
8. A Script for a Mass Speaker.
9. Convention Awards Memo and Nomination Form for: Pope Saint John XXIII Award, Grand Presidents' Award, Saint Teresa of Calcutta Award, Family of the Year Award and Young Adult Leadership Award.
10. Convention Yearbook Material - Letter, Flyers, Sample Pages, Contracts, Etc.
11. Apostolate/Charity Letter.
12. 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.
13. Live to Give Committee Letter and List of Blood Banks by Districts.
14. 2019 Dues Chart and Explanation Flyer for the Breakdown of the Dues.
15. 2019 Bollettino Guidelines.
16. Flyer regarding Bollettino Ads and Rates.
17. In Touch Newsletter - for District Mentors. This is also available through the Members' Area for Branch Mentors or Members to access.
18. Membership Statistical Report Ending 12/31/18 - available for review if you want to see the Membership Activity for the Federation, your District or Branch. The new Membership Report began 7/1/18.
19. Cover Letter sent to the Branch Financial Secretaries.