

**October 1, 2019**

**TO BRANCH/DISTRICT PRESIDENTS AND DISTRICT MENTORS:**

The following information is now available on the Website for you to download, review and share with your officers and members:

- 1) 2020 Branch (or District) Officers List (please complete and **mail to the I.C.F. Office by December 1, 2019.**)
- 2) Bollettino Christmas Greeting Flyer (**submit ads to the I.C.F. Office by November 10, 2019.**)
- 3) Letter regarding 2020 Calendars.
- 4) Letter regarding 2020 Branch Heritage Program.
- 5) Structure of the Italian Catholic Federation.
- 6) Branch Dues Schedule Form for 2020 and Explanation Sheet for the Breakdown of the Dues.
- 7) Children's Hospital Branch Visit Outreach Letter.
- 8) District Bishop's Day Report - for District Presidents.
- 9) District Mentor Award Letter - for District Mentors.
- 10) Mentor of the Year Nomination Form - for District Mentors.
- 11) In Touch Newsletter - for District Mentors. This is also available through the Member's Area for Branch Mentors or Members to access.
- 12) Membership Statistical Report Ending 9/30/19 - available for review if you want to see the Membership Activity for the Federation, your District or Branch. The new Membership Report began 7/1/19.
- 13) Cover Letter sent to the Branch Financial Secretaries.
- 14) Notice Regarding Delinquent Members and the Bollettino - sent to the Branch Financial Secretaries.
- 15) Notice Regarding the Dues Increase/Reporting of the Dues - sent to the Branch Financial Secretaries.
- 16) Monetary Donations Reminder - sent to the Branch Financial Secretaries

\*\*\* The Branch Liability Insurance Premium Bills were recently mailed to the Branch Financial Secretaries. Payments must be submitted by December 31<sup>st</sup>.

As the end of the year approaches, the entire office staff thanks your officers and members for another successful year. Wishing you God's continued blessing.