

January 1, 2020

TO BRANCH/DISTRICT PRESIDENTS AND DISTRICT DEPUTIES

*Complimentary copies of the newly printed and updated Branch By-Laws Book and Ritual Book are enclosed. The Branch By-Laws Book includes the updates from Convention. If you wish to order more books, they are available for \$2.00 each.

*2020 Branch/District OfficersqList (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 Presidents Guidelines and Calendar.
2. Important Letters Regarding the Mentor Program.
3. Installation of Officers and Bishop's Day Guidelines/Bishop's Day Report.
(District Presidents) - Branches may find helpful if hosting.
4. Flyers regarding IRS and CA Franchise Tax Board Filings in 2020 for the Year Ending 2019 and an I.C.F. Branch/District Expense Report.
5. Family Travel Memories.+ 2021 Calendar Theme Flyer.
6. I.C.F. 2020 Save the Date Golf Tournament Flyer.
7. Ways and Means Artwork Letter for Greeting Cards.
8. I.C.F. Recognition Day Flyer.
9. A Script for a Mass Speaker.
10. 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.
11. Convention Yearbook Material - Flyer, Specifications Sheet, Lists, Contracts, Etc.
12. Apostolate/Charity Letter and 2020 Apostolate Charity Report. Note New Deadline - July 7, 2020.
13. Scholarship Program Letter 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.
14. Live to Give Committee Letter, How to Organize a Blood Drive and a List of Blood Banks by Districts.
15. 2020 Dues Chart and Explanation Flyer for the Breakdown of the Dues.
16. 2020 Bollettino Guidelines.
17. Flyers regarding Bollettino Ads and Rates.
18. Cover Letter sent to the Branch Financial Secretaries.
19. All of these Documents will be available in the OfficersqPortal on our Website www.icf.org under the Documents for the Quarter ending 12/31/19 including the Membership Statistical Report ending 12/31/19. You can review the Membership Activity for the Federation, your District or Branch. The new Membership Report began 7/1/19.