

# ATTENTION FINANCIAL SECRETARIES

In our continued efforts to streamline operations and promote cost cutting measures, we will continue the new procedure regarding the Bollettino with the December Issue.

Members who have not paid their dues for 6 months or more, will not be sent the Bollettino starting with the December Issue and going forward until such time as the dues are paid. Once the dues are paid, a member will begin receiving the Bollettino again. Members will remain on their Branch rosters, unless a cancellation notice is sent in by the Branch. Members are removed by the database system when they have not paid dues for 15 months. For Branches that order mailing labels, you should also be aware that labels will not be generated for members who are set not to get the paper.

The Branch Financial Secretaries can see delinquencies on the Branch Rosters starting with the quarter ending June 30<sup>th</sup>, in order to make it easier to follow up with these members. If you need a roster, please call the I.C.F. Office or send an e-mail with your request, as we are not posting rosters in the Financial Secretaries' Portal due to privacy concerns. Please use this change as an incentive to make contact with these members and encourage them to remain and remit their dues. Reaching out to members personally, can often make a difference.

This will help to reduce postage and printing costs and eliminate mailings to members that may have chosen not to renew their memberships.

**If members have paid since you submitted the 3<sup>rd</sup> quarter report, please send that information as soon as possible, so these members can continue to receive the Bollettino.**

If you have any questions about this process, you may call the I.C.F. Office at 1-888-423-1924.

Thank you.