

January 1, 2024

TO BRANCH AND DISTRICT PRESIDENTS

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

*2024 Branch/District OfficersqList (3rd notice). If applicable, please return as soon as possible. E-mails have been sent or Calls have been made to the Branches and Districts we are still missing. Thank you.

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

1. Branch Presidents Guidelines and Calendar.
2. Installation of Officers and Bishop's Day Guidelines/Bishop's Day Report.
(District Presidents) - Branches may find helpful if hosting.
3. Flyers regarding IRS and CA Franchise Tax Board Filings in 2024 for the Year Ending 2023 and an I.C.F. Branch/District Expense Report.
4. 100th Anniversary Save the Date Flyer - 3 Galas to be held in June 2024.
5. I.C.F. 2024 Save the Date Nor Cal Golf Tournament Flyer.
6. Hospital Plan 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 President's Award, Saint Teresa of Calcutta Award, Family of the Year Award and Young Adult Leadership Award.
10. Convention Yearbook Material - Flyers, Specifications Sheet, Lists, Contracts, Etc.
11. Apostolate/Charity Letter and 2024 Apostolate Charity Report. Note Deadline - July 15, 2024.
12. Scholarship Program Letter and Agenda, High School Counselor Letter and Poster, Scholarship Application, Branch/District Donation Form and Individual Donation Form.
13. Live to Give Committee Letter, How to Organize a Blood Drive and a List of Blood Banks by Districts.
14. 2024 Dues Chart and Explanation Flyer for the Breakdown of the Dues.
15. 2024 Bollettino Guidelines.
16. Flyers regarding Bollettino Ads and Rates.
17. In Touch Newsletter - for District Mentors.
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 12/31/23 including the Membership Statistical Report ending 12/31/23. You can review the Membership Activity for the Federation, your District or Branch. The new Membership Report began 7/1/23.