



**THE CATHOLIC WOMEN'S LEAGUE OF CANADA
SAULT STE. MARIE DIOCESAN COUNCIL
Organization Standing Committee**



Directive # 3

October 2020

To: Organization Chairpersons

From: Lisa Henry, Diocesan President Elect / Organization Chairperson

C.c. Diocesan Executive, Parish Presidents, Provincial Organization Chairperson

My dear sisters in the League,

As November is quickly upon us, I always think of November as the month to remember. To remember our faithful departed sisters who through their faith and dedication, built up the Kingdom of God on earth through their good works in the League, parishes, and community. To remember the brave veterans who served our country to ensure we could live in peace and freedom.

How appropriate then, that in November, we begin the process to remember and capture through the annual reports, the outstanding activities and service you have provided in your councils. While COVID impacted the way we function, it certainly did not keep CWL councils down. A testament to the "can do" attitude and fortitude of CWL members in our diocese and across the country. Your determination and dedication are to be commended.

In addition to this directive, please find attached the guidance and information to complete the annual reports.

Annual Reports Webinar

If you didn't get an opportunity to join the "***How to Complete an Annual Report Survey***" webinar presented by CWL Executive Director Kim Scammell on October 28th, you still have an opportunity to attend as it will be presented again on **Tuesday, November 24, from 2:00 – 4:00 pm.**

There is no cost for the webinar. Registration is now open on the CWL website (www.cwl.ca) Just scroll down on the web page to "*In the News - Webinar*" to register.

Even if you have done annual reports in the past, it will be a great refresher!

You can also request a PDF copy of the Webinar presentation from Marion Wong at National office (See contact information below)

Parish Mailing October 9th

National office sent information relating to annual reports to the presidents of all levels. It is expected that the information will be shared with each member of the executive. *This mailing is attached as a reference in the case you did not receive it.*

Completing Annual Reports

The annual reports may be completed electronically (see attached Oct 9 memo) or manually. To complete the reports manually, go to the National website at: <https://cwl.ca/resources-2/1000-series-annual-report-surveys/>

Before completing the online or manual forms, know your **council number** and read the questionnaire prior to answering and think of answers. (Please note: If you do not know your council number, it may be found on the back of your *Canadian League* magazine).

Deadlines

Councils can begin sending in their reports on November 1st.

If your council is doing reports **manually**, the **deadline** for submission is **December 15th**.

If your council is doing reports **online**, the **deadline** for submission is **January 15th** (midnight)

Technical Support

If you need help from National Office, contact:

Marion Wong

By Telephone: (204) 927-2310

Online: info@cwlc.ca

Monday – Friday 9:30-5:30

Please do not hesitate to reach out to me if I may be of assistance with your annual reports either through email at: lindahenry11@gmail.com or by phone at: 705-493-4164. (please note: the “d” in my email is not a typo)

By completing the annual reports, you are sharing the incredible work being done in your council and thereby helping other councils. We grow by your examples and good works.

May your November be a month of remembrance, peace and love.

A Prayer of Remembrance

God, thank you for the special people in our lives whom we are remembering in a special way during the month of November.

We thank you for being a compassionate God who walks with us in our dark moments of grief and loneliness.

We are thankful for all who continue to love and support us.

Lord, continue to be a light for us, giving us hope, direction and courage.

May we now live our lives treasuring the memories of those special people we have known and loved and help us to bring light and hope to others.

We make this prayer through Christ our Lord, Amen

Peace and Blessings,

Lisa

Lisa Henry

President-Elect/Organization Chair

Sault Ste Marie Diocesan CWL