

## Organization Standing Committee



### Directive # 13

November 3, 2021

**From:** Linda Squarzolo,  
Provincial President-Elect/Organization Chair

**To:** Diocesan Organization Chairs

**Copy to:** Diocesan Presidents, Provincial Executive, National  
Organization Chair

---

*"Try not to become a person of success, but rather try to become a person of value."*

Albert Einstein

Hi Everyone,

Annual reporting time is almost here. Please share this information with your diocesan executive and parish presidents.

### Completing Annual Reports

Parish annual reports can be found on the National website (cwl.ca). Go to "**To Organize**" and scroll to "**1000**". The forms can be downloaded and/or printed. They can be completed online or manually (paper copies).

Before completing the online forms, know your **council number** and read the questionnaire and think of your responses prior to answering.

### Deadlines

Councils can begin sending in their reports after November 1<sup>st</sup>.

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

If your council is doing reports **online**, the **deadline** for submission is **January 15<sup>th</sup>** (midnight).

### Access Codes

The **correct access codes** for each of the officers for your online annual reports will be sent in a separate email message. The ones sent in the parish mailings were wrong.

## **Technical Support**

If you need help from National Office, contact:

Marion Wong

By Telephone: (204) 927-2310

Online: [info@cwj.ca](mailto:info@cwj.ca)

Monday – Friday 9:30-5:30

Information for diocesan and provincial officers, with guidelines and deadlines, will be sent separately in the near future.

Let's celebrate our achievements over the past year in spite of COVID and the lockdowns.

Your League Sister,

*Linda*

Linda Squarzolo  
President-Elect/Organization Chair