



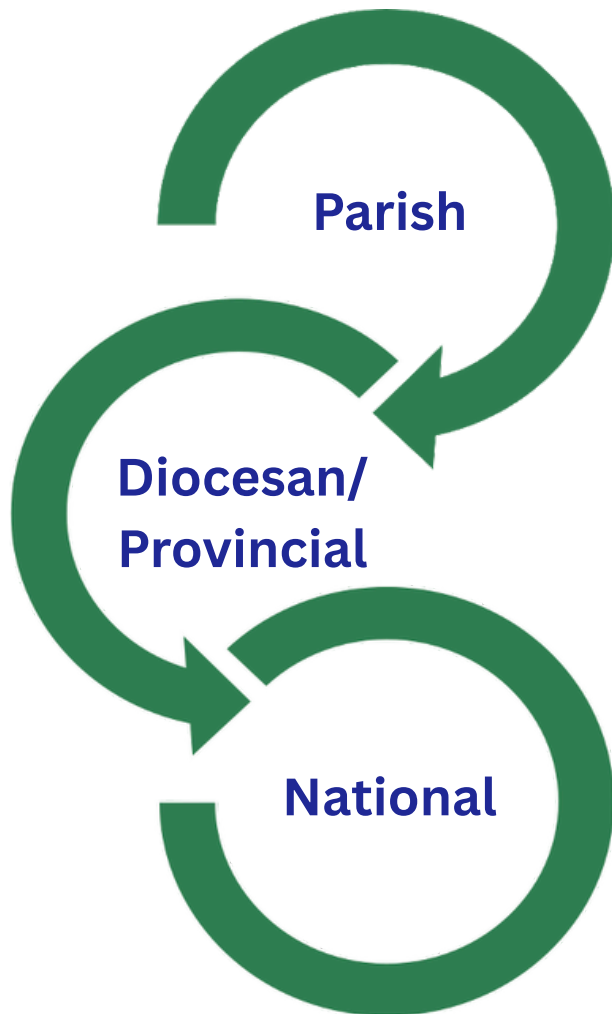
ONTARIO PROVINCIAL COUNCIL

The Catholic Women's League of Canada

ONTARIO PROCESS FOR REPORTING DECEASED MEMBERS

PARISH

- The Parish faith chairpersons/membership person as decided by each council, adds each deceased member to the **Parish Chart for Reporting Deceased Members in Ontario**.
- Recommendation: First, use the national online membership portal to record the member as not returning and second, record the member as deceased.
- If reporting membership manually, send **Form #505 for Reporting Deceased Members** to national and a copy to diocesan faith chairperson.
- At the end of each quarter (Mar 31, June 30, Sept 30 and Dec 31) send the **Parish Chart for Reporting Deceased Members in Ontario** to the diocesan faith chairperson.



DIOCESAN/PROVINCIAL

- The Ontario Keeper of the Book of Life sends the national quarterly excel spreadsheet to each diocesan faith chairperson to confirm the information against the **Parish Chart for Reporting Deceased Members in Ontario** submitted by each parish.
- The form, **The Diocesan Chart for Reporting Deceased Members in Ontario**, is due to the Provincial Keeper of the Book of Life by April 15, July 15, Oct 15 and Jan 15.
(bookoflifeopc@gmail.com)

NATIONAL

- Once revisions are completed by each parish and diocese and sent to the provincial Keeper of the Book of Life, she submits to National office to be recorded in the National Book of Life.