



Orlando Diocesan Council of Catholic Women
National Council of Catholic Women

January 19, 2019

To: ODCCW Affiliation Presidents
From: Ginny Hagan, ODCCW Executive Officer
Re: Commission and Committee Recognition Reports

Enclosed are your forms for the 2018-2019 Commission/Committee Recognition Reports. We have made some changes on the form. We hope this will make it easier to complete. Please instruct your Commission/Committee Chairs to answer all questions that apply on both pages (page 1 & 2) of the form. Please do not send attachments with the report. Also included are the general report guidelines and the names and addresses of the Diocesan and Deanery Commission/Committee Chairs.

Please have each of your Commission/Committee Chairs complete the appropriate form. It is very important that they follow the instructions on each form. Please check the applicable areas of participation and describe in detail only *one original* project. If you describe more than one original project, your report may be disqualified. The original project must have originated in your affiliation and been completed by February 28, 2019. Please note that this project must not have been submitted before; it must be an original project. If it is a repeat project, it will be disqualified. If you do not have a chair in one or more of your commissions, or if she is unable to do the report, you, as President, should complete the forms. ***If you have no report, please do us the honor of completing the top only and sending it in.*** We will know that you have reported.

Many affiliations have found it helpful to go through this process as a group, with all your affiliation chairs reviewing the projects, selecting the appropriate one, and completing the report. This helps avoid duplication of projects under more than one commission.

When each report is complete, make **three additional** copies, keeping the original for your affiliation files. Mail three (3) copies of each report to the appropriate Deanery Chair for each commission/committee; the Deanery chair keeps a copy, one stays with the ODCCW commission chair and the final copy is given to the ODCCW Executive Officer. **The Deanery Chair must receive the three copies by March 1, 2019.**

Please feel free to contact your Deanery Commission Chairs or me if you have any questions or concerns.

cc: Kathy Leigh, ODCCW President
ODCCW Commission Chairs
Deanery Presidents