Example of 2b

(NOTE: This is a draft of an email about Dues that is sent by the Deanery Treasurers to the Affiliation Treasurers. Be sure to CC the Affiliation Presidents! This is only an example of what should be sent. You certainly can write your own!!)

The following will clarify the directions for the affiliation dues to the National Council of Catholic Women (NCCW), Orlando Diocesan Council of Catholic Women (ODCCW) and (Your) Deanery. The mailing directions and due date is different for the NCCW Dues. So, follow the directions carefully.   
  
Check #1 - NCCW - The annual dues for affiliation membership in NCCW is $100.00 per affiliation and are due to NCCW by January 1, 2024\_\_. Your affiliation President should receive a notice directly from NCCW with the necessary form to complete and where to send the check and completed form. If you have not received this form please email NCCW at [nccw01@nccw.org](mailto:nccw01@nccw.org) or call 1-800-506-9407.  
  
  
Check #2 - ODCCW - The annual affiliation dues to ODCCW are $.75 per member based on last May's (2023\_\_) membership and are due November 1, 2023\_\_. Issue the check made payable to ODCCW, Inc. and marked specifically in the lower left of your check "ODCCW DUES". Mail this check to me (Deanery Treasurer).  
  
  
Check #3 - \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ DEANERY - The annual affiliation dues in \_\_\_\_\_\_\_\_\_\_ Deanery are $.\_\_\_\_ per member based on last May's (20\_\_) membership and are due November 1, 20\_\_. Issue the check made payable to ODCCW \_\_\_\_\_\_\_\_\_\_\_\_\_ DEANERY and marked specifically in the lower left of your check "\_\_\_\_\_\_\_\_\_\_\_\_ DEANERY DUES". Mail this check to me (Deanery Treasurer).  
  
PLEASE MAIL CHECK #2 AND CHECK #3 TO ME (Deanery Treasurer) BEFORE NOVEMBER 1, 20\_\_ AS FOLLOWS:   
  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Treasurer   
ODCCW \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Deanery   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Address)   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(City, State, Zip)   
  
Please follow the directions for mailing the NCCW Dues check (Check #1) given on the NCCW form sent to you by them. DO NOT mail this check to me.