

Memo

To: Provincial Presidents (or substitutes)
From: National Office
Date: October 29, 2024
Re: Annual Reporting

Annual reporting season is upon us, and SnapSurveys will again be used to collect the annual council activity information. National officers have compiled their questions, and the new survey has been loaded onto the website. The questions have been carefully reviewed by national officers and entered by staff, however if your members encounter difficulty with the logic of the questions (e.g. cannot skip where not applicable), please inform us immediately and we will address the logic and/or provide a suggested response.

The deadline for completion is December 15, 2024, for electronic and paper copies. A pdf copy of the survey is included for those councils that wish to complete the form prior to entering it online or that would prefer to hand write their answers and send them to national office by email to officeassistant@cwl.ca or by mail at C-702 Scotland Avenue, Winnipeg, MB R3M 1X5. All mailed copies must be postmarked no later than December 15th.

The survey link is <https://online2.snapsurveys.com/5sj9xv>. Once a parish council has completed the survey, they may request a copy to be emailed to them. The provincial or diocesan council (depending on provincial structure) will also receive an email message that the parish council has completed the survey.

Please forward this message immediately through the appropriate channels and take council appropriate measures to ensure all parish councils have received this information.

With kind regards,

Kim Scammell
National Office