



# The Catholic Women's League of Canada

## MEMO

**DATE:** October 25, 2023  
**FROM:** National Office Staff  
**TO:** Parish council presidents and secretaries  
**CC:** Diocesan and provincial presidents and secretaries

Hello presidents and secretaries!

Fall is upon us, and it will soon be time to complete the annual reports. A pdf copy is included with this memo. The pdf copy may be shared with your executive to receive the answers to their questions or used as a draft copy prior to inputting the responses in the survey system.

There are two options for submitting your responses.

1. If your council chooses to complete the survey manually, your final copy can be scanned and sent to Celestine Ufeli at [officeassistant@cwlc.ca](mailto:officeassistant@cwlc.ca) or mailed to Celestine at C-702 Scotland Avenue, Winnipeg, MB R3M 1 X5 on or before December 15<sup>th</sup>. Keep a copy for your records.
2. If your council chooses the electronic option, the annual report survey digital site will be launched on November 1<sup>st</sup> at <https://online2.snapsurveys.com/2023CWLSurvey>. Simply click on the link and you should be taken directly to the survey site. To gain access, enter your council's unique alphanumeric identifier code found on your membership list (e.g. SB-028). Once you press submit at the ends of the survey, a copy of your report will be automatically sent to the email address you supplied.

Please note: The national executive/board adopted a change to the deadline for survey completion from previous years. The new deadline is December 15, 2023. Late reports will not be added to the formal survey but may still be submitted directly to your diocesan president for inclusion in her annual report.

National office staff will be able to assist during office hours, 8:30 a.m. – 4:30 p.m. Monday through Friday. If you require support, contact Celestine at (204) 927-2310.

The time and energy you and your members devote to completing the survey are appreciated. It is because of your efforts that the League continues to be a needed presence in Canada and the world, and the survey gives the opportunity to promote and celebrate our nationwide sisterhood!

With kind regards,

National Office Staff