

VIEW National Office

MEMORANDUM

To: All VIEW Clubs
From: VIEW National Office
Date: January 2017
Re: January Mail-out



Get ready our first mailout of the year is chock-full of fun and interesting documents! Please ensure all your members receive this information at your next meeting. It contains the following important information:

Welcome to 2017!

Letter from the National President Gwen Wilton.

Membership List Update

Enclosed, on **yellow paper**, is your Club's current Membership List together with a memorandum with the procedures to update this information, checklist/instructions and late notification form. We are conducting a "Membership Detail Clean-up" and request that you read these documents for full details. **Due back to National Office by 31 March.**

Service Pin Check List and Order Form

Enclosed, on **green paper**, is your club's Service Pin Check List and Order details together with a memorandum. Please read these documents carefully for full details on the Service Pin ordering procedure. Remember to allow at least 1 month for order fulfilment and check mailout dates to avoid disappointment.

New VIEW Gifts

Enclosed is a flyer for two new items to the VIEW Gift Collection. Make sure you get your orders in quickly so you don't miss out.

Media Release

For the Publicity Officer's there is a copy of the first media release of the year for their use in promoting your Club to potential new members. This can be used at any time of the year, in particular when you don't have other VIEW Club activities or events to promote to your area.

Mailout dates 2017

19 January	20 April	20 July	16 November
16 February	18 May	24 August	
16 March	22 June	19 October	

Please note that there will not be a mailout during September 2017.

For Club Treasurer:

Club Treasurers will receive a separate pack addressed to them via the Club address. Please pass this pack to them as soon as possible as it contains time sensitive requests.

As always, electronic copies of this mailout will be available on the website view.org.au (resources/mailouts).

Thank you for passing this information onto all your Club members. If you have any queries or concerns about the content, please contact your National or Zone Councillor.

Yours faithfully,

Linda Custer
Office Coordinator - VIEW