

**VIEW National Office**

## **MEMORANDUM**

**To:** All VIEW Clubs  
**From:** VIEW National Office  
**Date:** January 2018  
**Re:** January Mail-out



Enclosed in this pack is you're the first mailout for 2018. It contains a lot of information for Club Committee members.

### **Welcome to 2018 – we look forward to another exciting year ahead**

Letter from the National President Jan Roberts.

### **Membership List Update (Club Secretary/Treasurer)**

Enclosed, on **pink** 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 request that you read these documents for full details. **Due back to National Office by 31 March.**

### **Service Pin Check List and Order Form (Club Secretary)**

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.

### **The Smith Family Annual Report 2016-17 (Club Committee)**

A copy of the latest Smith Family Annual Report is enclosed along with the quick snapshot document. This is also available at <https://www.thesmithfamily.com.au/about-us/finances#annual-report>.

### **Media Release (Club Publicity Officer)**

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.

### **Joyspreader Gifts (Club Secretary/Treasurer)**

Updated flyer of Joyspreader gifts for 2018. Joyspreader gifts help kids in need reach their potential by supporting real learning programs and resources that help thousands of disadvantaged children make the most of their education and their future.

### **Opt out of receiving hard copy mailouts (Club Committee)**

As all mailout documents (with the exception of Membership & Service Pin Requests) are posted onto the VIEW website (<http://view.org.au/resources/mailouts/>) individual VIEW Clubs have the opportunity to "Opt Out" of receiving hard copy mailouts. The Club Committee should discuss this and advise National Office ([view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au)) that the club would like to "opt out".

### **Updated Club Handbook 2018-19 and Forms (Club Secretary/Committee)**

The updated Club Handbook (<http://view.org.au/resources/committee-information/>) and forms (<http://view.org.au/resources/forms/>) are now available for download on the website. Club Secretaries and Treasurers are encouraged to download all relevant documents/forms for their immediate club use and to dispose of all out of date forms and handbooks. Due to cost constraints hardcopies of these are not able to be provided to clubs.

**Mailout dates 2018 (Club Committee)**

25 January	19 April	19 July	18 October
15 February	17 May	23 August	22 November
15 March	21 June	20 September	

Club Secretaries and Treasurers are encouraged to diarise these dates so that they are aware of when orders will be sent from National Office.

**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 (<http://view.org.au/resources/mailouts/>).

If you have any queries or concerns about the content, please contact your National or Zone Councillor.

Yours faithfully,

Linda Custer  
Office Coordinator - VIEW