

VIEW National Office

MEMORANDUM

To: All VIEW Clubs
From: VIEW National Office
Date: January 2019
Re: January Mail-out



Enclosed with this memo is your first pack for 2019. Please ensure you make yourself familiar with the contents as there are several items awaiting your action. Please also ensure that your members are advised of the contents.

Welcome to 2019 – we look forward to another exciting year ahead

Letter from the National President Jan Roberts.

Membership List Update (Club Secretary/Treasurer)

Enclosed, on **yellow** paper, is your Club's current Membership List together 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 covering message. 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.

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.

Updated Forms (Club Committee)

All forms have been updated on the website (<http://view.org.au/resources/forms/>). Club Committee members are asked to destroy/delete old versions of forms held and download new versions for use.

Joyspreader Gifts (Club Secretary/Treasurer)

Updated flyer of Joyspreader gifts for 2019. 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. Please note that VIEW Clubs can only donate to those Joyspreader Gifts listed in the flyer.

Opt out of receiving hard copy mailouts (Club Committee)

As all mailout documents (with the exception of personalised club documents eg 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) that the club would like to "opt out".

Mailout dates 2019 (Club Committee)

24 January	21 February	21 March
18 April	23 May	20 June
18 July	22 August	17 October
21 November		

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