



St. Vincent de Paul - Detroit

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September 1, 2019

Dear Conference Presidents,

It is Annual Report time once again! First, a heartfelt thank you to you and your fellow Vincentians for the wonderful work that's been done this past year to help our neighbors in need. You are truly carrying out the mission of the Society of St. Vincent de Paul, which Frédéric Ozanam and his friends set forth when they founded the Society in 1833.

While completing paperwork may feel like it takes us away from the "true work" of the Society, it is actually one of the most important ways to serve the poor. As a non-profit organization we are required to report this information to keep our 501(c)(3) status intact. We also must report this information to the IRS on our Form 990.

Several reports are included in this packet. Please make sure to read the instructions for each report as some need to be submitted online and others returned to Debbie Jackson, Director of Conference Support.

1. Annual Report

The report must be submitted **online** no later than November 30, 2019. **Please go to www.svdpmembers.com to enter your report.** The user name and password you used to submit your report last year remains the same. As a reminder your username is your email address. If you have forgotten your password, have general questions, or do not have computer access, please contact Debbie Jackson at 313.393.3014 or djackson@svdpdetroit.org.

2. Additional Reports – these need to be completed and returned to Debbie Jackson :

- **EFSP Reporting Document**
- **Updated Roster Sheets**
- **2019 Solidarity Contribution Worksheet**
- **Completed Dimensions of Excellence Packet**

An important change this year is that the annual report will no longer capture membership data – that information needs to be updated and submitted on the separate roster sheets. Please complete the roster and return to Central Office. We currently have over 3,000 Vincentians on file and we want to make sure our files are accurate and up-to-date. *This roster is separate from the national database, so please also ensure that the membership of your conference is properly entered in the national database.*

I am so grateful for all you do in your day to day service to our neighbors in need and for your efforts in the months ahead to prepare the Annual Report. If you have any concerns or questions, feel free to contact your District Council President.

Vincetian Blessings,

Therese Frye, President

Archdiocesan Council of Detroit Board of Trustees