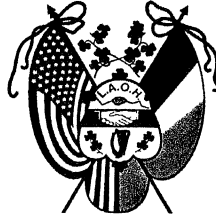


Ladies Ancient Order of Hibernians, Inc



Organized in 1894

NATIONAL CHAPLAIN
Rev. John V. Ahern
401 Lockwood Road
Syracuse, NY 13214

November, 2011

RE: Catholic Action Report

NATIONAL DEPUTY CHAPLAIN
Sr. Phylis O'Dowd O.P.
614 Rte 25A
Rocky Point, NY 11778

Dear State Catholic Action Officer,

It's that time of the year again when we have to begin thinking about the Yearend Reports.

NATIONAL PRESIDENT
Margaret Hennessy
301 Old Country Rd.
Deer Park, NY 11729-2024

Yearend Report – ALL Division, County and State Catholic Action Officers are required to submit a comprehensive yearend report. This should be a combination of ALL your Catholic Action activities for the entire calendar year (January 1, 2011 to December 31, 2011).

NATIONAL VICE PRESIDENT
Maureen Shelton
14156 S. Dixie
Monroe, MI 48161

Division Reports are due into the County or higher level by January 15, 2012

County Reports are due into the State or higher level by February 15, 2012

State Reports are due into the National Catholic Action Officer by March 15, 2012

NATIONAL SECRETARY
Mary Hogan
64 Nautilus St.
Staten Island, NY 10305-3104

Division Level – Each Division Catholic Action Officer is required to submit a comprehensive yearend report to your County or higher level Catholic Action Officer.

NATIONAL TREASURER
Theresa O'Connell
19 Elmwood Place
Elizabeth, NJ 07208-3211

County Level – Each County Catholic Action Officer is required to submit a yearend report to the State or higher level Catholic Action Officer. This will include any activities on the County level and a summary of all your Division activities. This report should include all your Division and County Board activities for the entire calendar year.

NATIONAL HISTORIAN
Patricia O'Connell
407 E. Lyndale Road
Peoria, IL 61614-6261

State Level – Each State Catholic Action Officer is required to submit a yearend report to the National Catholic Action Officer. This will include any activities on the State level and a summary of all your County and/or Division activities.

NATIONAL OFFICE OF
MISSIONS & CHARITIES
Sarah Mains
5723 Smithfield Street
Boston, PA 15135-1134

All Levels

--Need to use the enclosed form for the yearend report. If you need additional copies you may download them from the National LAOH website (www.ladiesaoh.com).

--Please make sure both sides are completed. If necessary attach additional pages to detail your Division's activities.

NATIONAL OFFICE OF
CATHOLIC ACTION
Carol J. Sheyer
121 South B Street
Hamilton, OH 45013

--At Division meetings if the front side of the enclosed form is circulated among the members to mark their activities, then your report will just be a matter of compiling the information.

--Make sure you keep a completed copy of your report for future reference, it must be included in the material that is turned over to the next Catholic Action Officer.

--The names and addresses of any Charity that your Division/County and/or State donates time and/or money to should be listed in the reports.

IMMEDIATE PAST NATIONAL
PRESIDENT/NAT'L ORGANIZER
Mary Ryan
73 Ashley Lane
Marlboro, MA 01752-4323

--Every Catholic Action Officer must maintain a Catholic Action file for your Division/County and/or State. This file should include copies of all reports and any correspondences received for the Office, any letters sent out by the Office, Project St. Patrick records, SOAR information, copies of blank Catholic Action Forms, list of names and addresses and any acknowledgements of donations of time, money, clothes, food etc made by the Division. State and County files should also include copies of all

County and/or Division Catholic Action Reports. **This file must be passed on when you leave the office.**
--The outgoing Division Catholic Action Officer is responsible for completing the yearend report for the Division, this should be done with the new Catholic Action Officer so she may become familiar with the procedures and duties of the Catholic Action Office.

If you have any questions please feel free to contact me.

Want to wish you and your family a very Blessed Holiday Season.

Yours in Friendship, Unity, and Christian Charity,

A handwritten signature in cursive script that reads "Carol J. Sheyer".

Carol J. Sheyer
National Catholic Action Officer
121 South B Street
Hamilton, OH 45013
513-892-0325
csheyer@fuse.net