

# January 2025 Mailout



Happy New Year!

This note forms part of your Club's first mailout from National Office for 2025. We ask Club Secretaries to make themselves familiar with the contents, note down deadlines and also inform all members, to keep them up to date. If you are not the Secretary for 2025 please ensure you hand it over to the new Secretary.

## Welcome to 2025 – from VIEW National Executive - An exciting year ahead

Individualised Club letter with your Club's 2024 overview of support and upcoming events for 2025. We encourage you to share this information with all Club members.

## 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, **Late Notification Form**, and **Payment Form**. We request that you read these documents and update the Membership List - **Due back to VIEW National Office on or before 31 March 2025**.

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

Enclosed, on **GREEN** paper, is your club's Service/Decade Pin Check List and Order details together with a covering message. Please read these documents carefully for details of the Service/Decade Pin ordering procedure. Remember to allow at least 1 month for order fulfillment and check mailout dates to avoid disappointment.

## Updated Forms 2025 (Club Committee)

All forms have been updated on the website for 2025 ([view.org.au/resources/forms](http://view.org.au/resources/forms)). Club Committee members are asked to destroy/delete old versions of forms held and download new 2025 versions for use.

We have attached a copy of the updated **VIEW Club Donation Form for 2025** This is also available on the VIEW website [view.org.au/resources/forms](http://view.org.au/resources/forms).

## For Club Treasurer:

Club Treasurers should have already received a separate package addressed to them via the Club address. Please ensure the package has been given to them as it contains specific information and time sensitive requests.

## For Publicity Officer:

Enclosed is a copy of the "65 years of connecting local women while supporting children in need" media release which is also available on the website. The beginning of the year is an excellent time to be inviting new members to your club. To assist in recruiting local members we encourage you to use this media release now! Available on the website [view.org.au/resources/media-releases/](http://view.org.au/resources/media-releases/).

## Reminder: Privacy Policy regarding members consenting to sharing their personal information/contact details with other members

Please note: for new members - the **Application for Membership 2025** form includes **consent of sharing member contact details**. Please use the updated January 2025 version a copy of which is included in this mailout and also available on the website [view.org.au/resources/forms](http://view.org.au/resources/forms).

**Process for existing members - the Record of Permission/Refusal to Publish Photographs of a Club Member Form** is required to be completed annually at the beginning of the year. By completing this form members give their permission to share their contact details and photos/images with members of the Club and The Smith Family.

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

If you have any queries or concerns about the content, please contact your National/Zone Councillor or email [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au).

Remember the best way to contact VIEW National Office is by email [view@thesmithfamily.com.au](mailto:view@thesmithfamily.com.au).

Yours faithfully,

Linda Custer  
Office Coordinator – VIEW