

Dear Presidents and Group Leaders (and Contact Delegates),

Praised be Jesus Christ!

I am writing to inform you that we have a revised Excel Roster template. Please use this new template when submitting your Community/Group membership roster to the OCDS Central Office. It is at <http://www.ocds.info/Forms.htm>, scroll down to where it says "Roster". If you are no longer the president or group leader (or if you are the point of contact because your president or group leader does not have an email), could you please forward this to your successor or appropriate person?

I am also requesting a copy of your membership roster using this revised template in Excel format, to be emailed to me **no later than September 30, 2014**. No PDF format, please. With Excel, I can automate the import of data into the Master Roster. This will be a big time-saver, so thank you so much for all your help! With PDF, unfortunately, I have to manually re-type the information.

Below is the snapshot of the revised Excel Roster template, worksheet year1-year2. One of the changes, please see highlighted below, #1, will assist the Central Office in providing Fr. Donald and the Provincial Council with the most-up-to-date Council and Spiritual Assistant information whenever updated rosters are submitted to the office. The other change, #2, is the tracking of the "in and out transfers" of members. This is so that the office will be aware of any upcoming paperwork for transfers.

OCDS Roster - 8/29/2014

Last, First + (Carmelite Name)	Position	Address	City, State, Zip	Hm Phone + Cell	Email	AD	TP	DP	VOWS
	Spiritual Assistant								
	President/Group Leader								
	Director of Formation								
	1st Councilor								
	2nd Councilor								
	3rd Councilor								
	Member					AD	TP	DP	VOWS
	...								
	...								
	...								
	...								
	...								
	...								
	...								
	...								
	Extended Members					AD	TP	DP	VOWS
	EXT								
	...								
	...								
	...								
	...								
	...								
	...								
	Transfer - 1 Year Discernment					AD	TP	DP	VOWS
	Transfer-In								
	Transfer-Out								
	...								
	...								
	Highlight all changes made!								

changes done year1-year2

Thank you so much, everyone! God Bless.

Your Sister in Carmel,

Emma Forlanda

OCDS Central Office, Secretary