

## 1.) Close and Sync Financials through 12/31/19

- If you've not yet closed and synced your 12/31/19 financials, please do so by end of next week or contact me if you are encountering challenges.

## 2.) PDS On-Site Training - March 18, 2020

- Formal google appointment with more details should be sent by early next week. We are going to attempt to record the session for those who can't attend & for future use....more to come on that potential.

## 3.) Confidentiality Agreements - Volunteers

- Have had recent inquiries about methods to help reinforce with volunteers who count collections, the sensitivity and importance of confidentiality in fact and appearance. Attached is a sample confidentiality agreement you might consider using. This is not a requirement but is a good, best practice for your consideration. It is an editable document. A copy will be placed on Google Sites, Finance Office Page as well.

## 4.) \$50 Contributor Request

- Just a heads up that we will be sending the annual request letter next week to obtain the \$50 contributor information for your locations.

## 5.) SOGG Funds Distribution: Cash Collected 7/1/19 - 12/31/19

- On track to cut checks late next week ***-not yet a promise but we're on track!***