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!*