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## MEMO

**TO:Centres**

**FROM:Jan Pike**

**DATE: 10th November,2022**

**RE: Annual Report 2022**

**Hi Everyone,**



**Yep it's that time of year again!**

**We need Centres 'Annual Reports to be sent to State Office by the 18th of December please. A picture is worth a thousand words, so please lots of pictures! Please see attached template regarding the information required and formatting of photos.**

**As we need to compile 34 Centre reports plus several other individual reports it is important to try and adhere to this time frame. Don't disappoint your volunteers by not getting your report in on time and not having your Centre included in the Annual Report.**

**This year's Report will be a celebration of our 50th Anniversary so it will be bigger and brighter than any other year!**

**Cheers,**

**Jan Pike**