

**The Catholic Women's League of Canada
Ottawa Diocesan Council**

OFFER TO HOST A DIOCESAN CWL EVENT/MEETING FORM

DATE: _____

NAME OF CWL COUNCIL: _____

NAME OF CWL PRESIDENT: _____

TELEPHONE #: _____ **EMAIL:** _____

On behalf of the members of _____ CWL Council I wish to submit this offer to host the following Diocesan CWL Event/Meeting:

NAME OF EVENT/MEETING: _____

DATE OF EVENT/MEETING: _____

I have received the approval of our parish priest and I have received confirmation that our church and/or hall have been reserved for this date. I understand that our council is responsible for any costs incurred to provide refreshments unless funds have been collected through a registration fee to cover these costs.

Any other comments: _____

Signature of Parish Priest: (mandatory) _____

Signature of Parish CWL President: (mandatory) _____

Please mail this COMPLETED form to the Diocesan President.

Make a copy to keep for your records.

FOR DIOCESAN PRESIDENT/ORGANIZATION CHAIR TO COMPLETE

DATE OFFER RECEIVED: _____

DATE OFFER ACKNOWLEDGED AND CONFIRMED: _____

✓ **BY PHONE** _____ **OR EMAIL** _____

DATE OFFER ACKNOWLEDGED AND DECLINED: _____

✓ **BY PHONE** _____ **OR EMAIL** _____

REASON OFFER DECLINED: _____

