MEMORANDUM

To: **Groups**

From: **Mike @ the Central Office**

Subject: **Holiday Meeting Schedule**

It's that time again! The form below is for the groups that **normally meet on these days and will or will not be meeting. We will only list the groups that ARE meeting on Christmas Eve, Christmas Day, New Years Eve & New Years Day on the schedule**. However, we still need to know if your groups are not meeting. Please fill in the form and return it to the Central Office via mail or email. The schedule will be included in December's Newsletter and on the website. **PLEASE HAVE IN THE OFFICE BY DECEMBER 10th**. If you have any questions, please call Mike at the Central Office. Thank You!

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NAME OF GROUP_____

DAY & TIME_____

TOWN WHERE GROUP MEETS _____

THURSDAY, DECEMBER 24th? **YES**_____ **NO**_____
FRIDAY, DECEMBER 25th? **YES**_____ **NO**_____

THURSDAY, DECEMBER 31st? **YES**_____ **NO**_____
FRIDAY, JANUARY 1st? **YES**_____ **NO**_____

NAME AND DAY TIME PHONE NUMBER OF PERSON SENDING THIS INFORMATION IN:

X_____

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