

December 15, 2017

Season's Greetings!

It is once again the end of the year, and if you're like me, you're trying to work through the cognitive dissonance that is "the end of the year already?" and "you mean it's only been a year?"

Indeed, it is time for 2017 to come to an end and the new year to begin. There will be many changes coming for OAFc in the new year, but we are going to start small with just changes to the Membership Packet.

Instead of sending copies of the 2018 Annual Survey, 2018 Rights and Responsibilities sheet, and Annual Dues invoice, **all three will be delivered electronically**. Of course, you might have figured it out as you are most likely reading this not as a cover *letter*, but instead as a cover e-mail. In addition to attachments in this email, the forms will be available on our [website](#) under "2018 Membership Packet and Survey" or you can request a mailed packet by emailing me at [bcollier@ohiofreeclinics.org](mailto:bcollier@ohiofreeclinics.org).

The Annual Survey and Rights and Responsibilities forms are available for the first time as fillable PDFs. If you open them in a web browser, they can be filled out, but must be saved as a PDF and sent via email. If you open them in Adobe Reader or Acrobat, you can submit them directly from the form. If you do not have Adobe but wish to use it, there is a free version of [Adobe Reader](#) available, or you can purchase the full [Adobe Acrobat through TechSoup](#).

The forms can also be printed off and faxed, scanned and emailed, or sent via the mail. Regardless of which way you submit the forms, the **Annual Survey and Rights and Responsibilities forms are due no later than January 26, 2018**.

There is an **important note** regarding the survey: the survey requires three documents to be submitted to the OAFc Dropbox. This includes your 2018 Budget, most recent Form 990 and/or an independent audit, and a 2018 Board Roster. **If you do not fill upload the forms to the Dropbox, you must send the documents via email, fax, or mail with your survey.**

Once we have received your survey and the additional documents required, we will send an electronic invoice based on your 2018 budget. **The invoice will be sent as soon as we receive your completed survey and documents, and, regardless of when the survey was received, Annual Dues are due paid by February 2, 2018.**

2018 Budget	Annual Dues
Under \$65,000	\$200.00
\$65,001 - \$150,000	\$400.00
\$150,001 - \$300,000	\$600.00
\$300,001 - \$500,000	\$800.00
\$500,001 and Over	\$1000.00

As using fillable PDFs and invoicing electronically is new to us as well as you, please reach out to us if you have any questions, concerns, or problems. My email is [bcollier@ohiofreeclinics.org](mailto:bcollier@ohiofreeclinics.org) and I can also be reached by phone at 614-914-6458 x5.

Also, we want to let you know of the dates of the 2018 OAFc Events.

**OAFc Legislative Health Fair**

February 8, 2018  
Ohio Statehouse Atrium

**2018 Annual Conference**

April 23-24, 2018  
Columbus, OH (Location TBD)

**Free Clinic Appreciation Month Kick-Off**

November 28, 2018 (tentative)  
Columbus, OH (Location TBD)

Have a great rest of your day, a wonderful holiday season, and a happy new year!

Sincerely,



**Bethany Collier, LSW, CPhT**

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