



# CATHOLIC WAR VETERANS OF THE UNITED STATES OF AMERICA, INC.

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## **Instructions for completing the Semi-Annual Activities Report**

Complete the top portion of the Report Form by checking the applicable Reporting Period box. Fill in the Name and Number of Post and the Commander's name and address.

### **PROGRAM REPORTING AREAS**

Each Program Reporting area corresponds to a National Officer's Program. In turn, the headings in the National Officer Program will indicate which area(s) to fill out. All lines should be filled in with the information asked for by each column heading. Many are self-explanatory. Blocks that are blacked out do not apply to that line. Fill in all blocks that Post members participated or took part in or completed.

- **# of Persons Assisted** – can be actual assistance given or just the number of outside, non-member participants were involved.
- **# of members involved** – members that were in attendance or took part in the activity
- **# of hours spent** – product of # members involved (x) hours spent on project or activity
- **Amt of money spent** – for the entire project or activity
- **YES (or) NO** – For those program areas reported on the right side of the Report Form

Feel free to include any information that would supply more detail of what your Post has done in each Program Area. An *Additional Details & Explanation Sheet* is included for your use to enhance your reporting. Posts are encouraged to send copies of items used to administer each Officer's Program.

**\*\* Every Post is required to submit this Semi-Annual Report twice a year \*\***

For each Reporting Period a copy of the Report should be sent **directly to EVERY higher echelon**

- one copy to Chapter (if applicable)
- one copy to Department or Regional Commander
- one to National Headquarters

**First Report** (covers July 1 - December 31) is due to each higher Echelon by January 20

**Second Report** (covers January 1- June 30) is due to each higher Echelon by July 20

**\*\* Time your Post report to arrive at each Echelon before the deadline dates \*\***

**Reports can also be attached to an e-mail to each Echelon.**

- **National email:** admin@cwv.org
- Check with your Chapter, Department or Regional Commander for their email addresses

