



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

(703) 549 – 3622
admin@cwv.org
http://cwv.org

National Headquarters
237-20 92nd Rd
Bellerose, NY 11426

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



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Semi-Annual
POST ACTIVITIES REPORT

National Headquarters
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REPORT PERIOD (<i>check one</i>)		Name and number of Post	
Jul 1 - Dec 31	Jan 1 - Jun 30	Commander's Name & Address	

	PROGRAM AREA	# of persons assisted	# of members involved	# of hours spent	Amt of money spent		PROGRAM AREA	YES or NO	No. of members involved	# of hours spent	Amt of money spent	
1.	CATHOLIC ACTION	1st Vice Commander				5.	RITUAL & CEREMONIES	Officer of the Day				
a.	Support of Vocations					a.	Monthly Post Meetings					
b.	Spiritual Bouquet for the Pope					b.	Open / Close Meetings with Ritual					
c.	Keep Christ in Christmas Program					c.	Post Officer Installation					
d.	Fr. Capodanno/ Fr Kapaun Causes					d.	New Member Inductions					
e.	The Rosary for Missions Program					e.	Post Color Guard Functions					
f.	Corporate Communion Breakfasts					f.	Funerals / Wakes Participation					
g.	Dec'd Member Memorial Program					g.	Memorial Day Activities					
h.	Pro-Life Activities					h.	Veterans Day Activities					
i.	Fight Pornography					i.	Flag Day Activities					
j.	Substance Abuse					j.	Other Parades participation					
k.	Other:					k.	Other Ceremony Participation					
TOTALS:						TOTALS:						
2.	AMERICANISM	1st Vice Commander				6.	PRESERVE OUR HISTORY	Historian				
a.	Support for Our Troops					a.	News / Press Releases					
b.	Patriotism / Honor Our Flag					b.	Post has a newsletter?					
c.	Honor Our Flag					c.	Post has website?					
d.	Elections					d.	Post has Facebook page?					
e.	Community Activities / Service					e.	Other Social Media?					
f.	Other:					f.	Post History Book?					
						g.	Other:					
TOTALS:						TOTALS:						

PROGRAM AREA		# of persons assisted	# of members involved	# of hours spent	Amt of money spent	PROGRAM AREA	YES or NO	# of members involved	# of hours spent	# of events
3.	YOUTH ACTIVITES	3rd Vice Commander				7.	MEMBERSHIP	2nd Vice Commander		
a.	Patriotic Poster Contest					a.	# Post Members on July 1			
b.	Christmas Poster Contest					b.	# New Members July 1 - June 30			
c.	Valentine's Day Contest					c.	Articles in Papers or Magazines			
d.	Easter Poster Contest					d.	Article in Diocesan News			
e.	Essay Contest					e.	Articles in CWV magazine			
f.	Post Scholarship Program					f.	Recruitment Plan – attach copy			
g.	Cuite Scholarship Donations					g.	Retention Plan – attach copy			
h.	Cuite Scholarship Applicants					h.	Participation in Recruitment Week			
i.	Other:					i.	Other:			
TOTALS:						TOTALS:				
4.	VETERANS WELFARE	Welfare Officer				8.	ADMIN ITEMS	CDR, ADJ, TREAS, JA, TRST		
a.	VA Medical Facility Visits					a.	Post is Tax-exempt? - Yes or No		990 Filed (date) 	
b.	VA Outpatient Clinic Visits					b.	Post Treasurer bonded? Yes or No			
c.	Pre or Post Deployment Events					c.	Dept Conv Delegate Fees paid			
d.	Care Packages					d.	Post attendees at Dept Convention			
e.	Greeting / Sympathy Cards					e.	Nat'l Conv Delegate Fees paid			
f.	Stand downs, Veteran Fairs					f.	Post attendees at Nat'l Convention			
g.	Referrals to Service Officers					g.	Candidates for National Awards?			
h.	Parish Veterans Ministry					h.	Other:			
i.	Assist Hospital Catholic Chaplain					TOTALS:				
i.	Hospice / Nursing Home Visits					9.	OTHER ITEMS			
j.	Blue / Gold / Silver Families									
k.	Support for Needy Families									
l.	Decorate Graves									
m.	Family/Military/Vet Support Grps									
n.	Poppy / Cross of Peace Drives									
o.	Other:									
TOTALS:						TOTALS:				
Mail this completed Report Form to:			One (1) copy to Dept HQ for Posts w / Dept		One (1) copy to Regional CDR For Posts w/o Dept		One (1) copy to National Headquarters Address is at top of form			

