



CATHOLIC WAR VETERANS

OF THE UNITED STATES OF AMERICA, INC.

NATIONAL HEADQUARTERS

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Instructions for Completing the Semi-Annual Activity Report

In an effort for Department / Region and National Headquarter echelons to recognize the good work our Post members do throughout the year to live the Catholic War Veteran motto: "For God, For Country and For Home" when participating in our National Programs, each Post is requested to create and submit a Semi-Annual Post Activity report electronically via your Post Admin Website. Post Activity Reports cover the six-month period January 1st to June 30th and July 1st to December 31st of the "Calendar Year."

Section I National Program Reporting Categories

Post Activity reporting categories correspond to the National Officer Programs with an additional category for administrative related information. The seven National Programs and the administrative information are as follows:

1) 1 st Vice Commander	Catholic Action
2) 1 st Vice Commander	Americanism
3) 3 rd Vice Commander	Youth Activities
4) Welfare Officer	Veterans Welfare
5) Officer of the Day	Ritual and Ceremonies
6) Historian	Preserve Our History
7) 2 nd Vice Commander	Membership
8) Post Executive Board	Administrative Information

- **All Posts can complete at least one item in each of the eight categories regardless of membership size, financial status or geographic location.**
- **The Post earns one point for each sub-category completed.**
- **The MEMBERSHIP sub-category total will be weighted 1.5% because increasing our Veteran Membership is critical to the sustainability of our organization.**

A downloadable worksheet (EXCEL format) is available for Post Officers to utilize when consolidating the requested information. When the worksheet is complete, create a new Post Activity Report for the respective six-month period on your Post Admin Website, and then enter the data from the worksheet.

- **Do not send a separate semi-annual report for each of the eight categories.**
- **Do not submit one report for the entire 12-month calendar year.**

Section II Information requested:

- a) **Number of Persons Assisted** – is the count of individuals benefiting from the assistance or service provided. DO NOT COUNT non-Member individuals who assisted or supported Post Members.
- b) **Number of Members Involved** - is the count of Post members who took part to organize, work or attend the activity.
- c) **Hours Spent** - Multiply Number of Members Involved times the hours spent on the activity. *For example: 30 Members Involved for a Corporate Communion Breakfast. Five members worked 4 hours with organization, set-up break-down; and all thirty members attended the two-hour event. Hours spent would be 80 hours. Calculated as: (5 x 4 hrs.) + (30 x 2 hrs.) = 80.*
- d) **Amount Spent** - Total monetary expenses incurred by the Post for the activity.
- e) **YES or NO; and Dates** - where applicable.

The online reporting does not facilitate for elaborating on the details of what your Post has done in each of the eight program areas. The National Awards Committee encourages Post Officers to submit supporting documentation and/or photos to National Headquarters. Email: admin@cwv.org .

Please put: **Semi-Annual Report Supporting Documentation** in the subject line.

Section III How to Create the Post Activity Semi-Annual Report

Post Commander or authorized member with access to the Post Admin Website selects **Post Activity Report** under REPORTS. The illustration below will appear.

Administrative Site For CWV Posts

Home	Update Post Members	Post Activity Report	Update Post Officers	Report Member Dues	Print PerCapita Transmittal	Print Dues Notices
Member Administration	New	PKID	Reporting_Period	Year	Post No	Commander Name
Post Administration						
Reports	No data to display					
Post Activity Report						
Post Activity Stats						
Memorial List Report						
Active Member List						
Member Social Information						

If your Post has existing Post Activity Reports on file, they will be display here. This example has no previous reports. Next, CREATE a Semi-Annual Post Activity report by clicking [New](#) shown circled in red.

After clicking [New](#) the display on the screen will allow you to enter the four key pieces of information for the new report as highlighted in yellow within the green outline:

- 1) Reporting Period. Use drop-down arrow at right side of box to select period
- 2) Year. The Year defaults to current Year. Be sure the correct 'Calendar Year' especially when creating the July to December report.
- 3) Post No. Your Post Number should pre-populate
- 4) Commander's Name.

When creating your report, be sure to enter this information in the fields highlighted in yellow, not in the "Filter Boxes" at the top which are X'd in red.

Administrative Site For CWV Posts Welcome mikeykas | [Log Out]

Home Update Post Members Post Activity Report Update Post Officers Report Member Dues Print PerCapita Transmittal Print Dues Notices

Member Administration [New](#) PKID Reporting_Period Year Post No Commander Name

Post Administration

Reports

Reporting Period* Year* 2022

Post No: 9 Commander Name:

Catholic Action Americanism Youth Activities Veterans Welfare Ritual & Ceremonies Preserve our History Membership Admin Items

PKID	Sub Category Name	Num Of Persons Assisted	Num Of Members Involved	Hours Spent	Amount Spent
0	Support of Vocations				
1	Spiritual Bouquet for the Pope				
2	Keep Christ In Christmas Program				
3	Fr. Capodanno/ Fr Kapaun Causes				
4	The Rosary for Missions Program				
5	Corporate Communion Breakfasts				
6	Dec'd Member Memorial Program				
7	Pro-Life Activities				
8	Fight Pornography				
9	Substance Abuse				
10	Other				

Scroll bars

Next and Most Important Step: Use the gray scroll bar on the right (up & down) and/or the gray scroll bar on the bottom (left & right) to screen to locate the "Update Cancel" option in the shown circled in green at the bottom right corner.

👉 **CLICK on UPDATE** to create the report in the data base to capture the information you will be entering! If this step is not executed, the shell of the report will not be created.

Post Activity Report Update Post Officers Report Member Dues Print PerCapita Transmittal Print Dues Notices

Post No: 9 Commander Name: Mr. Post Commander

Catholic Action Americanism Youth Activities Veterans Welfare Ritual & Ceremonies Preserve our History Membership Admin Items

PKID	Sub Category Name	Num Of Persons Assisted	Num Of Members Involved	Hours Spent	Amount Spent
0	Support of Vocations				
1	Spiritual Bouquet for the Pope				
2	Keep Christ In Christmas Program				
3	Fr. Capodanno/ Fr Kapaun Causes				
4	The Rosary for Missions Program				
5	Corporate Communion Breakfasts				
6	Dec'd Member Memorial Program				
7	Pro-Life Activities				
8	Fight Pornography				
9	Substance Abuse				
10	Other				

Preview changes Cancel changes

Scroll bars

Update Cancel

Your Screen should now list all your Post Activity Reports including the new one you just created
 Then click **Edit** by the new report and begin to enter your Post Activity Report data on the eight tabs shown.

It is critically important to **Preview Changes** and **Update** or **Cancel changes** as you progress through the eight National Program and Admin tabs.

Administrative Site For CWV Posts

Home Update Post Members Post Activity Report Update Post Officers Report Member Dues Print PerCapita Transmittal Print Dues Notices

Member Administration [New](#) PKID Reporting_Period Year Post No Commander Name

Post Administration [Edit](#) 164 Jan 1 - Jun 30 2022 9 Mr. Post Commander

Reports

Post Activity Report

Post Activity Statement

Memorial List

Active Members

Member Specifications

Officer Mailing

Selected Active Members

Web Admin (HQ)

Information

Members

Member Mailing

MEMBER ONLY

Reporting_Period: Jan 1 - Jun 30 Year: 2022 Post No: 9 Commander Name: Mr. Post Commander

Catholic Action Americanism Youth Activities Veterans Welfare Ritual & Ceremonies **Preserve our History** Membership Admin Items

PKID	Sub Category Name	Is Event Held	Num Of Members Involved	Hours Spent	Amount Spent
0	News / Press Releases	<input checked="" type="checkbox"/>			
1	Post has a newsletter?	<input checked="" type="checkbox"/>			
2	Post has website?	<input checked="" type="checkbox"/>			
3	Post has Facebook page?	<input checked="" type="checkbox"/>			
4	Other Social Media?	<input checked="" type="checkbox"/>			
5	Post History Book?	<input checked="" type="checkbox"/>			
6	Other	<input checked="" type="checkbox"/>			

Preview changes Cancel changes

[Update](#) [Cancel](#)

Section III Reviewing Report Statistics for Semi-Annual Reporting:

For POST: Submit a Semi-Annual Report twice a year using your Post Admin Website.

<https://cwvadmin.cwv.org/Reports/PostActivity.aspx>

Under the Menu Item REPORTS, click on “Post Activity Stats” to view Activity Data. The initial display of data includes all entries accumulated over time. Type the appropriate Reporting Period and Year into the “**Filter Box**” below the column heading to display a specific report. Column totals will appear at the bottom of the display as illustrated below.

<https://cwvadmin.cwv.org/Reports/PostActivityStats.aspx>

Administrative Site For CWV Posts

Home Update Post Members Post Activity Report Update Post Officers Report Member Dues Print PerCapita Transmittal Print Dues Notices

Member Administration

Post Administration

Reports

Post Activity Report

Post Activity Stats

Memorial List Report

Active Member List

Member Special Information

Officer Mailing Labels

Selected Active Member Mailing

Web Admin (HQ USE ONLY)

Post Activities Information

Post No	Reporting_Period	Year	Commander Name	CName	SC Name	Num Of Persons Assisted	Num Of Members Involved	Hours Spent
1562	Jan 1 - Jun 30	2020	Thomas M. Voytek	Catholic Action	Support of Vocations	5	1	
1562	Jan 1 - Jun 30	2020	Thomas M. Voytek	Catholic Action	Spiritual Bouquet for the Pope	1		20
1562	Jan 1 - Jun 30	2020	Thomas M. Voytek	Catholic Action	Keep Christ in Christmas	8		12

Administrative Site For CWV Posts

Home Update Post Members Post Activity Report Update Post Officers Report Member Dues Print PerCapita Transmittal Print Dues Notices

Member Administration

Post Administration

Reports

Post Activity Report

Post Activity Stats

Memorial List Report

Active Member List

Member Special Information

Officer Mailing Labels

Selected Active Member Mailing

Web Admin (HQ USE ONLY)

Post Activities Information

Post No	Reporting_Period	Year	Commander Name	CName	SC Name	Num Of Persons Assisted	Num Of Members Involved	Hours Spent	Am
	JAN	2021							
1562	Jan 1 - Jun 30	2021	Thomas M. Voytek	Catholic Action	Dec'd Member Memorial Program	5	1	2.00	
1562	Jan 1 - Jun 30	2021	Thomas M. Voytek	Catholic Action	Other		8	24.00	
1562	Jan 1 - Jun 30	2021	Thomas M. Voytek	Youth Activities	Post Scholarship Program	3	4	3.00	
1562	Jan 1 - Jun 30	2021	Thomas M. Voytek	Youth Activities	Other	30	7	27.00	

Administrative Site For CWV Posts

Home Update Post Members Post Activity Report Update Post Officers Report Member Dues Print PerCapita Transmittal Print Dues Notices

Member Administration

Post Administration

Reports

Post Activity Report

Post Activity Stats

Memorial List Report

Active Member List

Member Special Information

Officer Mailing Labels

Selected Active Member Mailing

Web Admin (HQ USE ONLY)

Post Activities Information

Post No	Reporting_Period	Year	Commander Name	CName	SC Name	Num Of Persons Assisted	Num Of Members Involved	Hours Spent	Amount Spent	Is Event Held	Num Of Events
	JAN	2021		cast							
1562	Jan 1 - Jun 30	2021	Thomas M. Voytek	Catholic Action	Dec'd Member Memorial Program	5	1	2.00	75.0000	<input type="checkbox"/>	
1562	Jan 1 - Jun 30	2021	Thomas M. Voytek	Catholic Action	Other		8	24.00		<input checked="" type="checkbox"/>	
						Sum of Num Of Persons Assisted is 3	Sum of Num Of Members Involved is 9	Sum of Hours Spent is 26	Sum=575.00		Sum=0

For DEPARTMENT / REGION: Each Post which has created a Semi-Annual Report will be automatically visible by the Department / Region Commander on the Department / Region Admin Website: <https://cwvdepts.cwv.org/Reports/PostActivity.aspx>

Under the Menu Item REPORTS, click on “Post Activity Stats” to view Activity Data for the entire Department / Region. The initial display of data includes all Posts’ entries accumulated over time. The functionality works the same as the Post illustrated above for the initial display and “**Filter Box**” selections.

Section IV Submission Dates for Semi-Annual Reporting:

Activity Reporting covers the **‘Calendar Year’ January 1st through December 31st** not the Membership Year - October 1st – September 30th.

Create the first semi-annual report for January 1st through June 30th on your Post Admin website no later than July 20th of the current year.

Create the second semi-annual report for July 1st through December 31st on your Post Admin website no later than January 20th following the calendar year just ended.

Posts which do not have the technology to access their Post Admin Website but wish to submit their semi-annual report must first contact their respective Department / Region echelon for assistance. You may contact National Headquarters using the phone number or email published on this letterhead. Please put: ***Semi-Annual Report Assistance Needed*** in the subject line of your email.

Section V Consideration for National Awards:

Effective January 1, 2022, the Post Activity Report Awards will be based on a full calendar year January through December. Criteria for the awards selection will be the data submitted on the two Semi-Annual Reports.

POST Awards: There are three levels of Awards for Post Echelons based upon membership count:

Small	10 to 35 members
Medium	36 to 70 members
Large	Over 70 members

Within each level (Small, Medium, Large) the three awards are:

Gold: Completing at least one sub-category in each of the Seven National Programs and Administrative categorizes outlined in Section I. Award given to highest total number of sub-categories completed.

Silver: Completing at least one sub-category in five or more of the Seven National Programs categories and administrative information outlined in Section I. Award given to highest total number of sub-categories completed.

Bronze: Completing at least one sub-category in any of the Seven National Programs and Administrative categorizes outlined in Section I. The National Awards Committee selects the Post most deserving based upon the two Semi-Annual Reports and supporting documentation as stated in Section I.

DEPARTMENT / REGION Awards: There are three levels of awards for Department and Region Echelons based upon membership count:

Small	225 or less members
Medium	226 to 499 members
Large	500 or more members

Within each Department/Region level, the three awards are:

Gold: Highest Percent of Post Participation and Completion of at least one sub-category in each of the Seven National Program categories and administrative information outlined in Section I.

Silver: 2nd Highest Percent of Post Participation and Completion of at least one sub-category in each of the Seven National Program categories and administrative information outlined in Section I.

Bronze: 3rd Highest Percent of Post Participation and Completion of at least one sub-category in each of the Seven National Program categories and administrative information outlined in Section I or the Department / Region which the National Awards Committee selects as most deserving based upon the data submitted.