



CATHOLIC WAR VETERANS

OF THE UNITED STATES OF AMERICA, INC.

OD

National Headquarters
 441 North Lee Street
 Alexandria, VA 22314-2301
 Telephone: (703) 549 – 3622
 Fax: 703-684-5196

National Officer of the Day Report Form				For Membership Year			
For Reporting Period – check one		June 15 – December 31		January 1 – June 15			
		First Half Report Due: January 15		Second Half Report Due: June 15			
Report from Echelon – check one		Post	Chapter	Dept			Name or No.
Officer of the Day's Name							
Printed Mailing Address							
Activity				Number	Man Hours	Yes	No
1	Do you and your Post Officers have a Ritual Book?						
2	Do you open and close meetings according to the Ritual?						
3	Did you have a formal Installation of Officers? <i>Include practice hours</i>						
4	Does the Unit have an Installation Team? <i>Include practice hours</i>						
5	Did the Unit have an Induction Ceremony for New Members?						
6	Does the Unit have an Induction Team? <i>Include practice hours</i>						
7	Does the Unit have a Color Guard Detail? <i>Include practice hours</i>						
8	Does the Unit have a Drill Team? <i>Include practice hours</i>						
9	Have you explained the makeup of the CWV meeting and "No Man's Land"?						
10	Have you reviewed the US Flag Law with the members?						
11	Do you review the wearing of the CWV Uniform and cap?						
12	Do you render a written OD Report at meetings?						
13	Post OD's – Have you filed copies of your meeting reports with State Dept?						
14	Post /Dept OD's – Have you filed copies of your Post's reports with Nat'l Dept?						
15	As the OD – Do you have a CWV cap?						
16	As the OD – Do you have a CWV Uniform – white shirt, black pants?						
17	As the OD – Do you have a CWV Blazer?						
18	How many meetings have you missed during the year?						
Activities performed by OD and Unit (fill in numbers and manhours below)							
Activity		Number	Man Hours	Activity		Number	Man Hours
Regular Post Meetings				Other Flag Ceremonies: Little League, Boy Scouts, etc.			
Military Funerals							
Corporate Communion				Veterans Day Parade			
Funeral Rosary or Wake Service				Veterans Day Ceremony			
Memorial Day Mass							
Memorial Day Ceremony							
Flag Day Ceremony							
Form Disposition		Post Officer of the Day		Chap Officer of the Day		Dept Officer of the Day	
Report must go thru Echelons		Make <u>4</u> copies – retain <u>1</u> Forward <u>3</u> to Chapter OD		Retain <u>1</u> copy Forward <u>2</u> to Dept OD		Retain <u>1</u> copy Forward <u>1</u> to Nat'l OD	