



CATHOLIC WAR VETERANS

OF THE UNITED STATES OF AMERICA, INC.

NATIONAL HEADQUARTERS

237-20 92ND ROAD

BELLEROSE, NY 11426

TELEPHONE (703) 549-3622

E-MAIL ADMIN@CWV.ORG

2023 – 2024 Officer of the Day Program

Point of Contact

Acting Mike Blau

Phone: E-Mail ***gischiechen@gmail.com***

Each Officer of the Day is entrusted with the behavior and decorum of his respective echelon. A Catholic War Veteran Post, Chapter and/or Department without an able and informed Officer of the Day is not only a discredit to the Commander, but the overall organization. He / She should always perform his duties in a military manner.

RITUAL BOOK

The RITUAL BOOK gives the Officer of the Day the tools he/she needs to perform his/her duties. Officers of the Day, at all Echelons, should always have a Ritual Book in their possession during CATHOLIC WAR VETERANS functions. A Revised Edition of the RITUAL may be ordered from National Headquarters. It covers:

- ***Proper wearing of C.W.V. Uniforms and Caps***
- ***Ceremony for Opening and Closing Meetings***
- ***Installation of Officers***
- ***Conduct at Mass***
- ***Induction of New Members***
- ***Funeral Services***

REPORTS

Posts are responsible for submitting two (2) Semi-Annual Post Activities reports. Officers of the Day should assist in filling out the Officer of the Day Programs portion of the Report Form. Posts wishing to augment their reports with additional detail may do so. The Semi-Annual Report Form can be filled out online through your Post's Admin Website.

Department and National echelons are able to view lower echelon reports on their respective Admin website, but if so desired, a printed hard copy of these Reports may be sent directly to the higher echelon - one copy each to Chapter, one to Department and one to National for each Reporting Period. Reports can be sent as an e-mail attachment.

Please time your reports to arrive at each higher Echelon as follows:

- First Report (covers July 1 - December 31)
 - Post Report to all applicable upper Echelons (Chapter, Dept and National)
 - DUE NO LATER than January 20

- Second Report (Covers January 1- June 30)
 - Post Report to all applicable upper Echelons (Chapter, Dept and National)
 - DUE NO LATER than July 20

Department and Chapter Officers of the Day should forward a copy of the Annual OOD Report rendered to delegates at their Convention, immediately thereafter, to the National Officer of the Day.

*Comments and suggestions from all echelons are most welcome.
Together we can make a difference!*