



CWVA

Catholic War Veterans Auxiliary

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NATIONAL HEADQUARTERS  
237-20 92<sup>ND</sup> RD.  
BELROSE, NY 11426  
703-549-3622

August 2023

**PLEASE GIVE TO YOUR RITUAL OFFICER**

**TO:** Ritual Officers, **ALL** Echelons

**FROM:** Loretta Budd  
15 Pearl Ave. 203-887-5268  
Hamden, CT 06514 Loretta.Budd@kofc.org

**SUBJECT: 2023-2024 NATIONAL RITUAL OFFICER PROGRAM**

The Ritual Officer is entrusted with the proper setting of the altar and other duties as prescribed according to the Ritual Book. Study these instructions well as they are invaluable sources as to proper ceremonies. The Auxiliary Ritual Book is available from National Headquarters.

Use the current Ritual Report Form. Please be sure to send all reports **THROUGH ECHELONS – UNIT to CHAPTER, CHAPTER to DEPARTMENT RITUAL OFFICER WHO WILL FORWARD THE REPORT TO ME.** Activities such as members attending Mass during Lent or on First Saturdays or saying the Rosary, **unless you were in uniform and acting as the Ritual Officer**, would not be reported under Ritual. Helping cook, writing letters, giving canned goods, money, or clothing to the needy should also not be included. These would be more appropriately reported under other offices. **All reports are due by JUNE 30, 2023.** Fill out the report form and attach a separate sheet for explanations.

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**AWARDS**

**Units**

**Up to 30**

**31-75**

**76-120**

**121 & Over**

**CHAPTER & DEPARTMENT**

**First Place: \$25 check and National Citation**

**Second Place: National Citation**

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## EXPLANATION AND EXAMPLE OF DIARY FORMAT

During your term as Ritual Officer, always have the Officer's Manual and Ritual Book on hand for reference. Keep your Unit, Chapter, or Department informed as to proper procedure as prescribed in these two books.

On the Diary format of the report, an example would be:

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DATE	ACTIVITY	NO. MEMBERS PARTICIPATING	DESCRIPTION
09/01/16	Auxiliary Meeting	24	Opened and closed meeting according to the Ritual. Gave a five-minute report on "No Man's Land."
09/01/16	Color Guard Instruction	4	Met with Color Guard and ran a practice session on conduct and presentation in Church.

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Document what you have done, practice, and instructed. List all activities individual and in date order. **Describe fully your presentations and instructions on procedure, protocol, and proper dress.** If I may be of assistance, please do not hesitate to contact me.

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**2023-2024 REPORT FORM**

**RITUAL**

**Auxiliary Name and No.** \_\_\_\_\_

**No. of Members:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Name and Address of Officer:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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	<b>Yes</b>	<b>No</b>
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|---|-------|-------|
| <b>1.</b> Do you and all Officers have a copy of the Ritual Book? | _____ | _____ |
| <b>2.</b> Do you have a formal Installation of Officers?          | _____ | _____ |
| <b>3.</b> Do you have a formal Introduction of New Members?       | _____ | _____ |
| <b>4.</b> Ritual at your meetings (in detail below)?              | _____ | _____ |
| <b>5.</b> Do you and all Officers have Officers Manuals?          | _____ | _____ |
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**\*\*\*\*\*NEW\*\*\*\*\***

**In Narrative Form, please list all activities and instructions that you, as Ritual Officer, have completed. Please use a separate sheet of Paper**

**THROUGH ECHELONS – from UNIT (to CHAPTER, if any), to DEPARTMENT, to NATIONAL AUXILIARY OFFICER. DEADLINE DATE of JUNE 30, 2024**

**Loretta Budd, National Ritual Officer  
15 Pearl Ave.  
Hamden, CT 06514  
203-887-5268  
Loretta.Budd@kofc.org**