

Schedule of Reviewing SUVCW Forms and Publications

Document	Date Last Reviewed	Next Review Date	Periodicity of Review
Publications			
SUVCW Recruiting Guide	2002	No later than December 2018	Every Three Years thereafter
About Our Organization (info-sheet)	Unknown	No later than December 2018	As Necessary or when directed by CinC or CofA
Recruiting Pamphlet (Trifold)	2016	2019	Every Three Years Thereafter
Patriotic Instructor's Handbook	January 2017	January 2020	Every Three Years Thereafter
SUVCW Membership Card Template / instructions	March 2017	January 2022	Every Five Years Thereafter
Dignified Flag Disposal Ceremony	Unknown	TBD	As Necessary or when directed by CinC or CofA
Flag Facts Flyer	No Date Given	TBD	As Necessary or when directed by CinC or CofA
Headstone Dedication Service	No Date Given	TBD	As Necessary or when directed by CinC or CofA
Memorial Dedication Service	No Date Given	TBD	As Necessary or when directed by CinC or CofA
The Adopt-a-School Program for Camps	2005	No later than December 2018	As Necessary or when directed by CinC or CofA
The Adopt-a-School Flyer for Teachers	Unknown	No later than December 2018	As Necessary or when directed by CinC or CofA
Graves Registration Instructional Booklet	2014	TBD	As Necessary or when directed by CinC or CofA
Forms			
Form 1: Quartermaster Supplies – Order Form	March 2017	Ongoing as necessary	As determined by the Quartermaster or when directed by CinC or CofA
Form 2: SUVCW Annual Encampment Credential Card	Unknown	By December of 2018	Every Four Years Thereafter
Form 3: Membership Application (For joining	March 2017	March 2020	Every Three Years or when directed

through a local Camp)			
Form 4: Transfer Form	October 2015	October 2018	Every Three Years or when directed
Form 5: War Medal Application	March 2017	TBD	As Necessary or when directed by CinC or CofA
Form 6: Honorable Discharge	Unknown	No later than December 2018	As Necessary or when directed by CinC or CofA
Form 7: R.O.T.C. Award Application	December 2016	December 2019	Every three years or when the QM for ROTC changes
Form 8: Military Service Medal Application	2002	No later than December 2018	As Necessary or when directed by CinC or CofA
Form 9: Life Member Application	March 2017	March 2020	Every Three years Thereafter
Form 10: Life Member Reimbursement	September 2016	September 2019	Every Three Years or when National Treasurer changes
Form 11: EIN Reporting	September 2013	September 2017	Every Three Years or when National Treasurer changes
Form 12: Scholarship Application	December 2016	December 2019	Every three years or when the Committee Chairman changes
Form 13: Officer's Expense Report	March 2016	March 2019	Every Three Years or when National Treasurer changes
Form 17: Meritorious Service Award and MSA with Gold Star (Citation)	October 2015	TBD	As Necessary or when directed by CinC or CofA
Form 22: Certification of Election and Installation of Camp Officers	August 2004	No later than December 2017	Every Three Years thereafter
Form 27: Camp Annual Report	March 2017	September 2019	A minimum of Every Two Years in September
Form 27: Camp Annual Report (alternate Excel version)	March 2017	September 2019	A minimum of Every Two Years in September
Form 30: Camp Status Report	September 2015	September 2019	A minimum of Every Two Years in September
Form 35: Department Annual Report	March 2017	December 2019	A minimum of Every Two Years in December
Form 40: Camp Patriotic	January	January 2021	Every Four Years

Instructor Annual Report	2017		
Form 41: Department Patriotic Instructor Annual Report	January 2017	January 2021	Every Four Years
Form 42: National Patriotic Instructor Annual Report	January 2017	January 2021	Every Four Years
Form 49: Certification of Election and Installation of Department Officers	November 2011	No later than December 2017	Every Three Years Thereafter
Form 50: Instructions for Forming a Camp	May 2017	Every Four Years Thereafter	Every Four Years Thereafter
Form 51: Application for Permission to Form a Camp	May 2017	May 2021	Every Four Years Thereafter
Form 52: Camp Organization Authorization	May 2017	May 2021	Every Four Years Thereafter
Form 54: New Camp Data Sheet	May 2017	May 2021	Every Four Years Thereafter
Form 55: Application for Camp Charter	May 2017	May 2021	Every Four Years Thereafter
Form CWM-61: G.A.R. Monuments/Civil War Memorials Assessment Form	October 2015	October 2020	Every Five Years thereafter
Form CWM-62: SUVCW Memorial Grant Application Form & Instructions	October 2015	October 2020	Every Five Years thereafter
Un-numbered Forms			
Grave Registration Form and Information Packet	September 2009	August 2018	As Necessary or when directed by CinC or CofA
Flag Certificate	2016	March 2019	As Necessary or when directed by CinC or CofA
ROTC Certificate	2015	March 2018	As Necessary or when directed by CinC or CofA
Ancestor Certificate	2016	TBD	As Necessary or when directed by CinC or CofA
SUVCW Death Certificate	Unknown	TBD	As Necessary or when

			directed by CinC or CofA
Membership Certificate Tricolor	Unknown	TBD	As Necessary or when directed by CinC or CofA
Associate Certificate	Unknow	TBD	As Necessary or when directed by CinC or CofA
New Member Certificate	Unknown	TBD	As Necessary or when directed by CinC or CofA
Certificate for Camp Officer	Unknow	TBD	As Necessary or when directed by CinC or CofA