

## Local Visitation Report

District President's are required to make a minimum of one (1) visit to each Local Auxiliary during their term of office. This form needs to be filled out after the visit. Make 2 copies and send one each to the Department President and Department Parliamentarian. Keep one for your files.

District # \_\_\_\_\_ Local Auxiliary # \_\_\_\_\_ Date of Visit \_\_\_\_\_

1. Was the meeting opened with a prayer? Yes \_\_\_\_ No \_\_\_\_
2. Was the Pledge of Allegiance done after the prayer? Yes \_\_\_\_ No \_\_\_\_
3. Was there a roll call of officers? Yes \_\_\_\_ No \_\_\_\_
4. Were the minutes of the previous meeting read, corrected, if needed, and approved?  
Yes \_\_\_\_ No \_\_\_\_
5. Was a finance report given? Yes \_\_\_\_ No \_\_\_\_
6. Were questions regarding the finance report addressed? Yes \_\_\_\_ No \_\_\_\_
7. Was a membership report given? Yes \_\_\_\_ No \_\_\_\_
8. Was there a discussion renewing or recruiting members? Yes \_\_\_\_ No \_\_\_\_
9. Did each Officer seem knowledgeable of her office? Yes \_\_\_\_ No \_\_\_\_
10. Did the President keep the meeting running in an orderly fashion? Yes \_\_\_\_ No \_\_\_\_
11. Did the Parliamentarian have the bylaws and standing rules for the local, District and Department with her to refer to, if needed? Yes \_\_\_\_ No \_\_\_\_
12. Did the members take an active part in the meeting? Yes \_\_\_\_ No \_\_\_\_
13. Were members encouraged to participate in discussion(s)? Yes \_\_\_\_ No \_\_\_\_
14. Are there any areas you feel this local may need help with? Yes \_\_\_\_ No \_\_\_\_
15. If so, what are they? (use the back if needed)
  
16. Do you feel they need contact/visit from another Department Officer? Yes \_\_\_\_ No \_\_\_\_

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Signature of District President or Representative

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Date