

OFFICIAL VISIT REPORT FORM

VFW AUXILIARY – DEPARTMENT OF _____

Instructions to District Presidents or their Representative for Official Visits: 1.) Ensure that a quorum is present. If a quorum is **NOT** present, the Official Visit **MUST** be re-scheduled. 2.) Date and sign all books of **BOTH** the Secretary and Treasurer. 3.) Obtain the signature of the Auxiliary President on this form and give a completed copy to him/her. 4.) Send a copy of the completed Official Visit form to the Department President and Department Headquarters. 5.) Retain a copy for the District President files.

DISTRICT: _____ AUXILIARY #: _____ AUXILIARY NAME: _____

DATE OF VISIT: _____ ADDRESS OF AUXILIARY: _____

NUMBER OF DUES PAID AS OF THIS VISIT: _____ MEMBERSHIP AS OF JUNE 30, 20 ____: _____

	Question	Yes	NO	If NO, list corrective action taken or needed
1.	Has the current Installation Report been sent to Department and National Secretaries? Date Installation Report sent or entered into MALTA: _____			
2.	Are the offices of the President and Treasurer bonded? By Whom: _____ Expiration Date: _____			
3.	Have the President, Secretary or Treasurer changed since Installation? If so, has the change been reported to the District, Department & National Secretary? N/A _____			
4.	If the Treasurer has changed, has a new 8822B form been filed with the IRS? Date Filed _____ N/A _____			
5.	Does the Auxiliary hold a monthly business meeting? Average attendance: _____			
6.	Are Department Communications (email, letters, etc.) read at meetings?			
	<i>PERTAINING TO THE OFFICES OF PRESIDENT, SECRETARY AND TREASURER</i>			
7.	Does the President follow the Order of Business in accordance with the current Ritual? What year is the Podium Edition used during the meeting? _____			
8.	Does the President or Secretary prepare an agenda?			
9.	Does the President distribute the program information to Chairmen and members?			
10.	Are the Secretary's books kept according to the Booklet of Instructions & the <i>Building on the VFW Auxiliary Foundations Guidebook</i> ?			
11.	Is a copy of the bond for President & Treasurer incorporated into the Secretary's book?			
12.	Is the Treasurer's Report incorporated into the Secretary's book?			
13.	Is the Audit Report incorporated into the Secretary's book?			
14.	Is there a motion in the minutes (standing or otherwise) in the Secretary's book for all monies disbursed by the Treasurer?			
15.	Are the Treasurer's books kept according to the Booklet of Instructions, the Treasurer's Guide & the <i>Building on the VFW Auxiliary Foundations Guidebook</i> ?			
16.	Has the Treasurer filed the Auxiliary's e-postcard (990N) or other tax form and notified the Department Treasurer that it's been sent.			
	<i>PERTAINING TO THE TRUSTEES</i>			
17.	Do the Trustees review and sign all bills to be paid?			
18.	Are the books of the Secretary & Treasurer audited according to Bylaws?			
19.	Are all funds audited by the Trustees? (Ex: kitchen, bingo, CD's, other investments, etc.).			
20.	Are all books, statements, and audit forms signed/initialed by the Trustees performing the Audit?			
21.	Is the Quarterly Audit read by a Trustee and acted upon at the meeting which it's presented?			
22.	Are the Quarterly Audits approved prior to being mailed to the Department Treasurer as required per Bylaws Section 814? Date of the last Audit: _____			
	<i>PERTAINING TO DUTIES OF CHAIRMEN</i>			
23.	Have Chairmen been appointed to correspond with all National & Department Programs?			
24.	Do Chairmen give summaries of program information from National & Department Program Chairmen at each meeting?			

Signature of District President/Assigned Officer

Signature of Auxiliary President

1. On a scale of 1 to 10 (1 being the lowest and 10 being the highest), how would you rate this Auxiliary and why? Do you consider this Auxiliary to be in **GOOD WORKING ORDER**? Please give **honest, unbiased answers** to the question. Please use additional paper as needed.

2. Does the Auxiliary have any questions, comments, or concerns? Is there anything that they would like to have additional training or information on?

3. What additional programs (other than Veterans & Family Support, Hospital & Americanism) does the Auxiliary intend to work over the next year?

4. In what ways does the Auxiliary meet the needs of their community?

5. What is the **working relationship** like between the Post and the Auxiliary? Do they work together on events? Do they have anything upcoming that they would like to have Department representation at?
