

**MICHIGAN DEPARTMENT VFW AUXILIARY  
2024-25 OFFICIAL VISIT QUESTIONNAIRE - DISTRICT**

District # \_\_\_\_\_

Date of Meeting \_\_\_\_\_

**AUXILIARY ATTENDANCE**

1. Number of Auxiliaries at present time \_\_\_\_\_
2. Number of Auxiliaries represented and registered at meeting \_\_\_\_\_
3. Number of Auxiliary Presidents present \_\_\_\_\_
4. Number of Auxiliary Sr./Jr. present in lieu of President \_\_\_\_\_
5. List of Auxiliaries not in attendance \_\_\_\_\_
6. Attendance number at meeting \_\_\_\_\_
7. Attendance number attending via technology \_\_\_\_\_
8. Number of guests in attendance \_\_\_\_\_

**MEETING INFORMATION**

1. Was the District audit performed by the elected trustees and reported? \_\_\_\_\_
2. Secretary and Treasurer books audited by the elected trustee? \_\_\_\_\_
3. Proof of the 990 being filed within the last 12 months? \_\_\_\_\_
4. Secretary and Treasurer books kept according to the Booklet of Instructions? \_\_\_\_\_
5. Did officers use proper parliamentary procedure? \_\_\_\_\_  
If you answered no to any of the above, did you instruct on proper procedure? Please explain \_\_\_\_\_  
\_\_\_\_\_

**LEADERSHIP**

1. Was the District President organized and did the meeting start on time? \_\_\_\_\_
2. Was a District Meeting Outline used? \_\_\_\_\_
3. Was the District President in control of the meeting? \_\_\_\_\_
4. What type of training (exemplification) was conducted? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROGRAMS AND REPORTING**

1. Were new ideas given? \_\_\_\_\_ Were the Program Goals stressed? \_\_\_\_\_

Veterans and Family Support		Hospital	
Americanism		Legislative	
Auxiliary Outreach		Membership	
"Buddy"® Poppy/National Home		Scholarships	
Historian/Media Relations		Youth Activities/Camp Trotter	

R = Reported

S=Sent in

P = President

No = No Report

**COMMENTS**

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Please provide honest and unbiased answers to the questions. Please attach another sheet, if needed. This questionnaire will be a determining factor in the judging for the District Achievement Award.

Complete immediately following the meeting and provide a copy to the District President. **A copy of this questionnaire and voucher must be sent to the Department Office within 7 business days.**

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Department Representative

Department of Michigan VFW Auxiliary  
924 N. Washington  
Lansing, MI 48906

