

**AUXILIARY OFFICIAL VISIT FORM**  
**2025-2026**

DATE OF VISIT: \_\_\_\_\_ AUX. # \_\_\_\_\_ DISTRICT # \_\_\_\_\_

AUXILIARY NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

(Address) (City) (State & Zip) \_\_\_\_\_

Meeting Date(s): \_\_\_\_\_

Meeting Time: \_\_\_\_\_

Confirm that information is correct in MALTA. Yes\_\_\_ No\_\_\_

Attendance: \_\_\_\_\_

1. Have there been any changes to the Officers since the original Report of Installation?  
Yes\_\_\_ No\_\_\_ If Yes, please contact the Department Secretary.
2. How many regular business meetings are held in a year? \_\_\_\_\_. If less than 12, what are the blackout months? \_\_\_\_\_
3. Is a membership pin given to new members when they are obligated, and are they shown where to find the bylaws online? Yes \_\_\_ No\_\_\_
4. Is the *Michigan Connection* read when issued?  
Yes \_\_\_ No \_\_\_  
If you answered no on any of the above, did you instruct on proper procedure?  
(explain) \_\_\_\_\_

**PERTAINING TO THE OFFICE OF PRESIDENT:**

1. Are meetings conducted according to the National Bylaws and Ritual?  
Yes \_\_\_ No \_\_\_
2. Does the President have a **current** copy of the National Bylaws and Ritual?  
Yes \_\_\_ No \_\_\_ (If no, what year? \_\_\_\_\_)
3. Is the President familiar with his/her duties? Yes \_\_\_ No \_\_\_
4. Are other Officers familiar with their duties? Yes \_\_\_ No \_\_\_

**PERTAINING TO THE OFFICE OF SECRETARY:**

5. Are the Secretary's books kept according to the Booklet of Instructions?  
Yes \_\_\_ No \_\_\_
6. Are the books of the Secretary audited according to the Bylaws? Yes \_\_\_ No \_\_\_
7. Are Secretary's books signed by the Trustees? Yes \_\_\_ No \_\_\_
8. Is the Secretary keeping a file of all Program Reports? Yes \_\_\_ No \_\_\_  
(Electronically or printed copy)
9. Are the following items incorporated into the minutes of the Secretary?  
\_\_\_\_ Treasurer's Report \_\_\_\_ Bond \_\_\_\_ Audit \_\_\_\_ 990 Filing  
If you answered no on any of the above, did you instruct on proper procedure?  
(explain) \_\_\_\_\_

**PERTAINING TO THE OFFICE OF TREASURER/TRUSTEE:**

10. Are the Treasurer's books kept according to the Booklet of Instructions?  
Yes \_\_\_\_\_ No \_\_\_\_\_
11. Does the Treasurer present the Treasurer's report as a part of the Order of Business?  
Yes \_\_\_\_\_ No \_\_\_\_\_
12. Did you see proof of the 990 being filed within the last 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, contact the Department Office immediately.
13. Are all funds audited (i.e. Bingo, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Are all books/audits signed by the Trustees performing the audit? Yes \_\_\_\_\_ No \_\_\_\_\_
15. Is the quarterly audit read by the Trustees and acted upon at the meeting?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If you answered no on any of the above, did you instruct on proper procedure?  
(explain) \_\_\_\_\_

**PERTAINING TO APPOINTMENT OF CHAIRMEN:**

16. Have Chairmen been appointed to correspond with National and Department Programs?  
Yes \_\_\_\_\_ No \_\_\_\_\_
17. Did the Chairmen promote programs or talk about program projects involving the members?  
Yes \_\_\_\_\_ No \_\_\_\_\_
18. District President, did you inform the Auxiliary of the importance of reporting at least once during the administrative year?  
Yes \_\_\_\_\_ No \_\_\_\_\_
19. District President, did you inform the Auxiliary that they MUST report at least one project involving veterans?  
Yes \_\_\_\_\_ No \_\_\_\_\_

R-reported	S-sent report	N-no report given	P-President reported
Veterans and Family Support			Legislative
Americanism			Membership
Auxiliary Outreach			Scholarships
"Buddy"® Poppy/National Home			Youth Activities/Camp Trotter
Historian/Media Relations			
Hospital			AUDIT REPORT

**Do you consider this Auxiliary to be in good working order? Yes \_\_\_\_\_ No \_\_\_\_\_**

Please give honest, unbiased answers to the above questions. You may use additional pages as necessary.

On a separate sheet, list any questions or concerns that arose during the inspection for which our Department needs to respond that will help or encourage this Auxiliary.

**Instructions to District President or the District Representative:** (1) A copy of the Auxiliary Official Visit Form is given to the Auxiliary President at the time of the visit. (2) A copy is also sent to the Department Secretary, and (3) a copy for your files. (4) If this Auxiliary is not a "Green Light Auxiliary", please send a copy to the Chief of Staff.

\_\_\_\_\_  
District President or Representative

\_\_\_\_\_  
Auxiliary President