

**MICHIGAN DEPARTMENT AUXILIARY
2023-2024 OFFICIAL VISIT - DISTRICT**

DATE OF DISTRICT MEETING _____

DISTRICT # _____

AUXILIARIES:

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. Vice present in lieu of President. _____
5. List of Auxiliaries not in Attendance? _____
6. Attendance count at the meeting. _____
7. Guests in Attendance? _____
8. How many attended via Technology? _____

MEETINGS:

1. Did Officers use proper parliamentary procedure? _____
2. Was District audit performed by the elected trustees and reported? _____
3. Did you see proof of the 990 being filed within the last 12 months? Yes _____ No _____
4. Were the Secretary's and Treasurer books kept according to the Booklet of Instructions? _____
5. Was the Secretary's and Treasurer books audited by the elected trustees? _____
If you answered no on any of the above, did you instruct on proper procedure?
(explain) _____

PRESIDENT:

1. Was District President organized and on time for meeting? _____
2. Was a District Meeting Outline used? _____
3. Was the District President in control of the meeting? _____
4. Were new ideas given? _____ b. Were the Program Goals stressed? _____
5. Were you and other Guests properly introduced? _____

CHAIRMEN: To designate which chairmen gave a report, please place an R, S, N or P in the boxes below.

Veterans and Family Support		Legislative	
Americanism		Membership	
Auxiliary Outreach		Mentoring for Leadership	
"Buddy" @ Poppy/National Home		Scholarships	
Chief of Staff/Extension & Revitalization		Youth Activities/Camp Trotter	
Historian/Media Relations			
Hospital		Audit	

R= Reported

S=Sent in Report

N=No report

P= President

6. What type of Training (Exemplification) was conducted?

7. COMMENTS:

Please give honest and unbiased answers to the above questions. You may attach another sheet if needed. This will be a determining factor in the judging for the District Achievement Award.

Complete immediately following the meeting. Be sure that a copy is given to the District President. A copy must be sent to the Department office within 7 business days.

Department of Michigan Auxiliary
924 N Washington
Lansing, MI 48906

Department Representative Signature