

MICHIGAN DEPARTMENT AUXILIARY
2021-22 OFFICIAL VISIT - DISTRICT INSPECTION QUESTIONNAIRE

DATE OF DISTRICT MEETING _____ DISTRICT # _____

AUXILIARIES:

- a. Number of Auxiliaries at present time. _____
- b. Number of Auxiliaries represented and registered at meeting. _____
- c. Number of Auxiliary Presidents present. _____
- d. Number of Auxiliary Sr. Vice present in lieu of President. _____
- e. Attendance count at the meeting. _____
- f. How many attended via Zoom? _____

2. MEETINGS:

- a. Did the meeting start on time? _____ How long did it last? _____
- b. Did Officers use proper parliamentary procedure? _____
- c. Was District audit performed by the elected trustees and reported? _____
- d. Did you see proof of the 990 being filed within the last 12 months? Yes _____ No _____ If no, contact the Department Office immediately.
- e. Was the Secretary's book kept according to the Booklet of Instructions? _____
- f. Was the Secretary's book audited by the elected trustees? _____
 If you answered no on any of the above, did you instruct on proper procedure?
 (explain) _____

3. PRESIDENT:

- a. Was District President organized and prepared for meeting? _____
- b. Was District President familiar with the ritual? _____
- c. Was a District Meeting Outline used? _____
- d. Was the District President in control of the meeting? _____
- e. Was the District President familiar with parliamentary procedure? _____
- f. Were you and other guests (including PDP's) properly escorted and/or 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 | | Media Relations | |
| Americanism | | Membership | |
| Auxiliary Community Outreach | | Mentoring for Leadership | |
| "Buddy" @ Poppy/National Home | | Scholarships | |
| Chief of Staff/Extension | | Youth Activities/Camp Trotter | |
| Hospital | | Special Events | |
| Legislative | | Audit | |
| | | | |

R= Reported

S=Sent in Report

N=No report

P= President

- g. Were new ideas given?_____ b. Were the Program Goals stressed?_____
4. What type of training was conducted?

5. 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 Revised 7/2020