

**OFFICIAL VISIT REPORT FORM 2023-2024**  
**VFW AUXILIARY -DEPARTMENT OF COLORADO**

Instructions to District Presidents or their Representative for Official Visits: 1) Ensure quorum present – if NOT a visit MUST be rescheduled. 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 completed Official Visit Form to the Department President – [preinpold@g.com](mailto:preinpold@g.com) and the Department Chief of Staff [lindareinpold@centurylink.net](mailto:lindareinpold@centurylink.net). 5) Retain a copy for the District President files.

STRICT: \_\_\_\_\_ 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
Has the current Installation Report been sent to Department and National Secretaries? Date Installation Report sent or entered into MALTA: _____			
Are the offices of the President and Treasurer bonded? By Whom: _____ Expiration Date: _____			
Have the President, Secretary or Treasurer changed since Installation? If so, has the change been reported to the District, Department & National Secretary? N/A _____			
If the Treasurer has changed, has a new 8822B form been filed with the IRS? Date Filed _____ N/A _____			
Does the Auxiliary hold a monthly business meeting? Average attendance: _____			
Are Department Communications (email, letters, etc.) read at meetings?			
<b>PERTAINING TO THE OFFICES OF PRESIDENT, SECRETARY AND TREASURER</b>			
Does the President follow the Order of Business in accordance with the current Ritual? What year is the Podium Edition used during the meeting? _____			
Does the President or Secretary prepare an agenda?			
Does the President distribute the program information to Chairmen and members?			
1. Are the Secretary's books kept according to the Booklet of Instructions & the <i>Building on the VFW Auxiliary Foundations Guidebook</i> ?			
2. Is a copy of the bond for President & Treasurer incorporated into the Secretary's book?			
3. Is the Treasurer's Report incorporated into the Secretary's book?			
4. Is the Audit Report incorporated into the Secretary's book?			
5. Is there a motion in the minutes (standing or otherwise) in the Secretary's book for all monies disbursed by the Treasurer?			
6. 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> ?			
7. Has the Treasurer filed the Auxiliary's e-postcard (990N) or other tax form and notified the Department Treasurer that it's been sent.			
<b>PERTAINING TO THE TRUSTEES</b>			
8. Do the Trustees review and sign all bills to be paid?			
9. Are the books of the Secretary & Treasurer audited according to Bylaws?			
10. Are all funds audited by the Trustees? (Ex: kitchen, bingo, CD's, other investments, etc.).			
11. Are all books, statements, and audit forms signed/initialed by the Trustees performing the Audit?			
12. Is the Quarterly Audit read by a Trustee and acted upon at the meeting which it's presented?			
13. Are the Quarterly Audits approved prior to being mailed to the Department Treasurer as required per Bylaws Section 814? Date of the last Audit: _____			
<b>PERTAINING TO DUTIES OF CHAIRMEN</b>			
14. Have Chairmen been appointed to correspond with all National & Department Programs?			
15. 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 \_\_\_\_\_