

DEPARTMENT OF COLORADO  
DEPARTMENT REPRESENTATIVE VISITATION REPORT FORM

Report of \_\_\_\_\_ Dept. Rep. to District # \_\_\_\_\_ Date \_\_\_\_\_

Name and No. of Post hosting Dist. meeting \_\_\_\_\_ Location \_\_\_\_\_

Is the District Bonded? \_\_\_\_\_ Date of Last Audit? \_\_\_\_\_ No. of Dist. Officers present? \_\_\_\_\_

No. of Posts present? \_\_\_\_\_ No. Members present? \_\_\_\_\_ Were up-to-date Rituals used? \_\_\_\_\_

List the VFW Posts that were absent \_\_\_\_\_

Was a formal meeting held? \_\_\_\_\_ Were Colors properly displayed? \_\_\_\_\_ Order of business as prescribed in Ritual/By-Laws? \_\_\_\_\_

Do Officers know their parts? \_\_\_\_\_ Was any training conducted? \_\_\_\_\_ Describe: \_\_\_\_\_

Date of next Dist. meeting? \_\_\_\_\_ Location? \_\_\_\_\_ Is Dist. in healthy condition? \_\_\_\_\_ If not, in what way do they need help? \_\_\_\_\_

Has District reported in the following programs? (yes or no) Comm. Service \_\_\_\_\_ Americanism \_\_\_\_\_ Youth \_\_\_\_\_ Hospital \_\_\_\_\_ Legislative \_\_\_\_\_

What assistance was provided to assist Posts with reporting? \_\_\_\_\_

Have ALL Posts purchased Buddy Poppies? \_\_\_\_\_ If not, did you supply order forms? \_\_\_\_\_

REMARKS: \_\_\_\_\_

Remarks (things that need to be done, items included with this report i.e., membership transmittals, reports, other)

Expense Account: Actual Gas Expense (Receipts attached) \_\_\_\_\_

Signature of Dist. Commander: \_\_\_\_\_ Signature of Dept. Representative \_\_\_\_\_

**NOTE: This report MUST be filed with Department Headquarters IMMEDIATELY following visitation.**