

**DEPARTMENT OF COLORADO
DISTRICT COMMANDERS' VISITATION REPORT FORM**

Report of _____ Commander, District # _____ Date _____

Name and No. of Post visited _____ Location _____

No. of Officers present? _____ No. Absent? _____ No. Members Present _____ Were up-to-date Rituals used? _____ 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 Post meeting? _____ Is Post in healthy condition? _____ If not, in what way do they need help?

Has Post reported in the following programs? (yes or no) Comm. Service _____ Americanism _____ Youth _____ Hospital _____

What assistance was provided to assist Posts with reporting? _____

Has the Post filed their current 990N, 990EZ or 990 Form with IRS (ask for proof) _____

Has Post 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., other)

Expense Account: Actual Gas Expense (Receipts attached) _____

Signature of Post Commander: _____ Signature of District Commander _____

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