DEPARTMENT VFW AUXILIARY
OFFICIAL VISIT QUESTIONNAIRE - DISTRICT

District # _____ **Date of Meeting**

AUXILIARY ATTENDANCE

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. present in lieu of President _____
5. List of Auxiliaries not in attendance _____
6. Attendance number at meeting _____
7. Attendance number attending via technology _____
8. Number of guests in attendance _____

MEETING INFORMATION

1. Was the District audit performed by the elected trustees and reported? _____
2. Secretary and Treasurer books audited by the elected trustees? _____
3. Proof of the 990 being filed within the last 12 months?_____ __
4. Secretary and Treasurer books kept according to the Booklet of Instructions? _____
5. Did officers use proper parliamentary procedure?_____
   If you answered no to any of the above, did you instruct on proper procedure?
   Please explain_____
   _____

LEADERSHIP

1. Was the District President organized and did the meeting start on time?
2. Was a District Meeting Outline used?_____
3. Was the District President in control of the meeting? _____
4. What type of training (exemplification) was conducted? ____ _____

   _____
   _____

PROGRAMS AND REPORTING

1. Were new ideas given?

Veterans and Family Support		Hospital	
Americanism		Legislative	
Auxiliary Outreach		Membership	
"Buddy"® Poppy/National Home		Scholarships	
Historian/Media Relations		Youth Activities/Camp Trotter	

R = Reported   S=Sent in   P = President   No = No Report

COMMENTS

_____
_____
_____
_____
_____
_____
_____
_____
_____

Please provide honest and unbiased answers to the questions. Please attach another sheet, if
needed. This questionnaire will be a determining factor in the judging for the District
Achievement Award.

Complete immediately following the meeting and provide a copy to the District President. **A
copy of this questionnaire and voucher must be sent to the Department Office within
7 business days.**

_____

Department Representative

(Revised 05/2025)