



***Fact Sheet for District Meetings***

*This form **MUST** be used by all State Officers, District Commanders or any auxiliary representative when authorized by the State Commander to visit a local unit. This form **MUST** be submitted with the Official Expense Sheet.*

District Number: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Time of Visit: \_\_\_\_\_ Location of Visit: \_\_\_\_\_

Name of Commander: \_\_\_\_\_ Name of Adjutant: \_\_\_\_\_

Address of Commander: \_\_\_\_\_ Address of Adjutant: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

List unit & number of members present from each unit:

UNIT #	# OF MEMBERS PRESENT
<b>TOTAL MEMBERS</b>	

Did the district or any unit present request a visit from a State Officer? If so, who:  
\_\_\_\_\_

Did the district or any unit present request a Leadership Seminar? If so, who:  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Authorized State Representative*                      *Title*                      *Date*