



Fact Sheet for Unit 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.*

Unit Name: _____ Unit #: _____ District #: _____

Date of Visit: _____ Time of Visit: _____

Location of Visit: _____ Purpose of Visit: _____

Name of Commander: _____ Name of Adjutant: _____

Address of Commander: _____ Address of Adjutant: _____

Phone #: _____ Phone #: _____

Email Address: _____ Email Address: _____

Name of SEC: _____ Name of Alternate SEC: _____

Was a quorum present? _____ # of members present? _____ Were State Mandates paid? _____
 Was the Official Ritual followed? _____ Were all officers present? _____ If not, were vacancies filled according to the Constitution and Bylaws? _____ Were the following given correctly: Prayer? _____ Pledge? _____ Roll Call? _____ Were all guests and new members introduced and welcomed? _____ Were the previous minutes read? _____ Were they approved as read or corrected? _____ Was correct parliamentary procedure observed? _____ Are check requests/vouchers being used? _____ Did the Chaplain report sickness and distress? _____ Was the Treasurer's Report read and filed for audit? _____ Were communications read? _____ Have all members received the obligation? _____ Were transfer members voted on? _____ Was Old Business called for? _____ Was New Business called for? _____ Were you as a visitor, asked to speak? _____
 If so, what did you discuss? _____

Does the Unit have Adopted Standing Rules? _____ Does the Unit need a School of Instructions? _____
 _____ Did the Unit request a School of Instructions? _____

Signature of Authorized State Representative *Title* *Date*