

VFW AUXILIARY OFFICIAL VISIT FORM 2024-2025

DATE OF OFFICIAL VISIT: _____ VFW AUX # _____ DISTRICT # _____

VFW AUXILIARY NAME: _____

RESIDING OFFICER NAME: _____ OFFICE HELD: _____

1. Number of members in attendance during the official visit: _____

2. Have all of the Auxiliary Officers' dues been paid? YES NO

3. Does the Auxiliary possess at least one up-to-date copy of the VFW Auxiliary Podium Edition: Bylaws and Rituals?

4. Has the Auxiliary's 990 been filed? YES NO

a. If no, do it with them before leaving.

b. Has your 990 filing been revoked? YES NO

THE BOND

5. Are the Offices of the President and Treasurer bonded? YES NO

6. Expiration date of the bond: _____

OFFICE OF SECRETARY:

7. Are the Secretary's books kept according to the Booklet of Instructions? YES NO

8. Is the Treasurer's detailed report in the Secretary's minutes book? YES NO

9. Is the audit report in the Secretary's minutes book? YES NO

10. Are the books of the Secretary audited according to the Bylaws? YES NO

OFFICE OF TREASURER/TRUSTEES

11. Are the Treasurer's books kept according to the Booklet of Instructions? YES NO

12. Are all the funds audited (i.e. Kitchen, Bingo, etc.)

13. Date of last Audit: _____

14. Are the Audits and all books signed by the Trustees performing the audit? YES NO

15. Is the quarterly audit read by the Trustees and acted upon at the meeting? YES NO

CHAIRMAN

16. Have Chairmen been appointed to correspond with National and Department Programs? YES NO

17. Has the Auxiliary reported one thing that benefitted Veterans? YES NO

PROGRAM	WAS REPORT GIVEN	NOTES
Veterans & Family Support		
Americanism		
Auxiliary Outreach		
Buddy Poppy/National Home		
Graves Registration		
Historian		
Hospital		
Legislative		
Membership		
Scholarships		
Youth Activities		

18. Is this Auxiliary aware of the Department of Illinois Circle of Excellence requirements? YES NO
19. Is this Auxiliary working toward achieving the Department of Illinois Circle of Excellence? YES NO
20. Do you consider this Auxiliary to be in good working order? YES NO

District President's Comments or Matters of Concern:

Please give honest and unbiased answers to the above questions. You may use the back if necessary.
 Instructions to District President/Visiting Officer:

- Please be sure to date and initial both the books of the Secretary and Treasurer
- Make 2 copies of the Official Visit form and distribute as follows:
 - *One copy is given to the Auxiliary President at the time of the official visit
 - *One copy is kept for your files.

Please scan and email to the Department President after the visit.

Signature of District President/Visiting Officer

Signature of Auxiliary President