



2026-2027 VFW AUXILIARY OFFICIAL VISIT BY DISTRICT PRESIDENT REPORT FORM

- Date of Inspection _____ How many members present at this meeting _____
- District _____ Auxiliary _____
(Name and Number)
- Location _____
(Street Address) (City) (Zip)
- Name of Auxiliary President: _____
(If Auxiliary President did not preside, provide name and title of person that did preside over the meeting).
- Has Installation report been: Entered in MALTA? YES ____ or NO ____
If not why: _____

- **Bond:** Does the Bond show both the office of President and Treasurer Bonded?
 - o YES ____ or NO ____ Date Bond Expires: _____
 - o If Bond for current year not in possession date of the Bond Application. _____
- How many regular Business Meetings held each year? _____
- Average Attendance at Meetings? _____
- What are the Annual dues for a new member joining? \$ _____ Renewal \$ _____
- Do newly obligated members receive the Auxiliary membership pin? YES ____ or NO ____
 - o *Podium Edition: Bylaws and Ritual?* YES ____ or NO ____
- Does the Auxiliary hold active recruiting events? YES ____ or NO ____
- Is the President using and following the most current *Podium Edition: Bylaws and Ritual* during the meeting YES ____ or NO ____

SECRETARY:

- Are minutes done according to the National By-Laws Booklet of Instructions??
YES ____ or NO ____
- Are the minutes kept in a bound book **OR** typed in a binder? (*Circle one*)
- Are the pages numbered? YES ____ or NO ____
- Is the Bond incorporated into the minutes? YES ____ or NO ____
- Is the Treasurers report incorporated in the Minute Book of the Secretary? YES ____ or NO ____
- Is the Audit incorporated in the Minute Book of the Secretary? YES ____ or NO ____
 - o Date of last audited noted in Secretary's book. _____
 - o Is the book of the Secretary audited quarterly according to the Bylaws?
 - o YES ____ or NO ____
 - If not, why not: _____
- Does Secretary read the minutes ____ or Provides copy to member in attendance YES ____
- Does Secretary read Department and/or National Communications YES ____ or NO ____
Provide Copies YES ____ or NO ____
- Do elected Trustees sign all pages of the Secretary's minutes? YES ____ or NO ____

TREASURER:

- Previous year's membership as of June 30, 2026 ____
 - o Membership at time of Official Visit ____
- Maintain Treasurers Books in compliance with the National Bylaws /Booklet of Instructions?
YES ____ or NO ____

- Is the Treasurers report kept in a bound book **OR** typed in a binder? (*Circle one*)
- Has the Treasurer sent out Dues notices to annual members at time of Official Visit?
 - o YES _____ or NO _____. If not why: _____
- Does Treasurer utilize MALTA in the performance of his/her duties? YES _____ or NO _____
- Are the Treasurer's book and **all records** (bank statements, savings books, bingo, etc.) of the Treasurer audited quarterly according to the Bylaws and signed by the Trustees. NOTE Must be at least two (2) trustees one must be an elected Trustee?
 - YES _____ or NO _____
- Date of the last audit noted in the Treasurers Book. _____
- Does the Treasurer read the Treasurers report _____ **OR** provide copies _____
- Has the 990N been filed with the IRS? YES _____ or NO _____ Date filed: _____
 - o Date copy to Department Treasurer _____
 - o If not filed with IRS why: _____

TRUSTEES (ask them directly):

- Hold audits in compliance with Section 814 of the National By-Laws YES _____ or NO _____
 - o If no why: _____
 - o Does Trustee #1 call the audit & send the completed audit to Department?
 - YES _____ or NO _____
- If **NO**, give the position of the person who mails/e-mails the audit.
 - o Does Trustee #1 read the Audit and ensure it is acted upon at the meeting? YES _____ or NO _____
 - o Do the Trustees get the bills from Conductor/Conductress, sign them for approval or reject and make or give a report under REPORT OF TRUSTEES in the meeting? YES _____ or NO _____
- Have Chairmen been appointed for ALL National and Department Programs? YES _____ or NO _____
 - _____ If no, what programs are lacking a chairman and why? _____
- Is the Auxiliary participating in reporting on Programs? YES _____ or NO _____
- Do you consider this Auxiliary to be in good working order? YES _____ or NO _____
 - Why or why not? _____

List any questions or concerns that arose during the visit for that our Department needs to respond that will help or encourage this Auxiliary.

I Certify I have inspected the auxiliary listed above _____
 (Signature of District President/Proxy)

I Certify I have been present for this Official Visit _____
 (Signature of Auxiliary President)

Instruction Sheet/Next Steps (Not Part of Official Visit Report Form)

THE RECORDS OF THE SECRETARY AND TREASURER
MUST BE SIGNED BY THE DISTRICT PRESIDENT/PROXY

Three copies are needed:

- One copy for the Auxiliary President
- One copy for the District President. If Official visit performed by someone other than the District President the Proxy needs to provide a copy to the District President.
- One copy sent to the Department President and Secretary within seven (7) days after the Inspection Date via mail or e-mail.