

Post Visit Information Sheet

District #: _____

Post #: _____

Visitation Date: _____

Location: _____

Was there a joint meeting with the Post Auxiliary? Yes: _____ No _____

If Yes, how many auxiliary members were present? _____

What information was put out in the joint meeting?

Number of post members present for the meeting: _____ (quorum of no less than 5 must be present to hold a meeting)

Indicate if the following Post Officers were present:

(please mark **prs** for present or **ex** for excused or **abs** for absent)

Commander: prs _____ ex _____ abs _____

3 YR Trustee: prs _____ ex _____ abs _____

Sr. Vice CDR: prs _____ ex _____ abs _____

2 YR Trustee: prs _____ ex _____ abs _____

Jr. Vice CDR: prs _____ ex _____ abs _____

1 YR Trustee: prs _____ ex _____ abs _____

Quartermaster: prs _____ ex _____ abs _____

Surgeon: prs _____ ex _____ abs _____

Chaplain: prs _____ ex _____ abs _____

Judge Adv: prs _____ ex _____ abs _____

Adjutant: prs _____ ex _____ abs _____

Service Officer: prs _____ ex _____ abs _____

Did the Commander have an agenda for the post meeting?

Yes _____ No _____

Did the Post Service Officer give a report? Yes _____ No _____

If yes, what was the report?

Post Visit Information Sheet

Was there a comrade or a family of a comrade in distress?

Yes _____ No _____

Did they inform the State Chaplain about this comrade?

Yes _____ No _____

What information was put out under Good of the Order?

Was the meeting run properly by the Manual of Procedure?

Yes _____ No _____

Explain problems that occurred during the meeting.

Add any comments, or concerns you have about the meeting. If a post needs any additional training in any area, put it in your comments.

Please take the time to sit with the post commander in private and go over your notes with them. Mentor them on how to run more effective meetings. Email this form to the State Adjutant and State Commander.

Representative Name and Title