

MD.DEL.D.C. MOOSE ASSOCIATION - DISTRICT PRESIDENT VISITATION REPORT

District # _____ Lodge # _____ Lodge Name _____ Date: _____

Contact Person _____ Title _____

Phone: _____ Fax _____ Email: _____

Reason for Visitation: Quarterly ___ Lodge Meeting ___ Requested ___

MEETING

Number in attendance _____ Was hall set up correctly? Yes No

Was agenda followed correctly? Yes No Were official correspondence read? Yes No

Were bills approved and paid? Yes No New member apps read? Yes No

Was Board of Officers report given? Yes No

Committee Reports Presented: _____

ADMINISTRATOR'S OFFICE AND BOARD OF OFFICERS

Were the minutes signed? Yes No Did Trustees approve the bills? Yes No

Were emails read and posted? Yes No Date of last LCL transmittal _____
(Lodge, Chapter, Legion - This is on the computer-Ask to see.)

Date of Last Membership application sent _____ (Ask to see)

Date of Last Endowment remitted _____ (Check Stub to Moose Charities – Due monthly)

Date of Last Community Service Report submitted _____ (Check hard copy or computer record – Due quarterly on May 15th, August 15th, November 15th and February 15th)

Date of last sales tax paid _____ (Check Book or online receipt – Due each month)

Date of last Safety Report remitted _____ (Hard copy or email receipt – Due on October 1st and April 1st)

Date of 990 form submitted _____ (Check hard copy due on 9-15 or extension request-Ask for Certified Mail Receipt)

Date of 941 Form Payroll Taxes submitted _____ (Check hard copy - Ask for Certified Mail Receipt. If Lodge has Outside Payroll Company – ask to see record provided – Due quarterly)

Is Queen of Hearts being played? Yes No

District # _____ Lodge # _____ Lodge Name _____ Date: _____

MEMBERSHIP

International/State/Lodge Campaign Posted? Yes No

Preferred Membership chart current? Yes No

Was at least one new member per month reported? Yes No

Are the arrears/drop list posted? Yes No

Is Retention Call Night being practiced? Yes No

Quota # _____ Current # _____ Dropped # _____

GENERAL

Lodge appearance: Inside and Outside _____

Are membership cards checked? Yes No

Is outdoor door secured? Yes No

Does Lodge have mailed or emailed newsletters? Yes No Mailed _____ Emailed _____

Bulletin Board updated and info posted? Yes No

Are blank applications available? Yes No

Are the Social Quarters Permit and Rules posted? Yes No

Are all licenses current and posted?
(ABC, Health, Fire as required by local jurisdiction) Yes No

Is incident report book available and being used? Yes No

Comments:

We the undersigned have found all the above information to be correct and accurate.

District Officer: _____

Lodge Representative/Title: _____

(Copy to Territorial Manager and State Vice President)