

DISTRICT COMMANDER'S REPORT

****Note:** This report is to be filled out on each Commander's visit to a Post and mailed to Department Headquarters along with the District Commander's Expense Report.

Date of Post Visit: _____ Post Number _____ DISTRICT _____ DIVISION _____

Location of Meeting: _____
Name and Address

Officer	Name	Phone
Commander		
Vice Commander		
Finance Officer		
Sgt. Of Arms		
Historian		
Chaplain		

Post Meeting Date & Time _____ Executive Meeting Date & Time _____

Is Post Home available for Rent? Yes _____ No _____ Contact _____

If Yes, do they have the proper liability insurance coverage? _____ Yes _____ No

POST MEETING:

Does the Post use Manual of Ceremonies for opening and closing the meeting? _____ Yes _____ No

Does the Post follow procedure in Manual of Ceremonies to conduct Post business? _____ Yes _____ No

Does the Post have a quorum for their meeting? _____ Yes _____ How many _____ No

Have Post Officers arranged speaking engagements before other civic organization (Kiwanis, Lions, etc.)? _____

Is the Commander familiar with his duties as outlined in the Manual of Ceremonies? _____

Is the Finance Officer familiar with his duties as outlined in the Manual of Ceremonies? _____

Is the Adjutant familiar with his duties as outlined in the Adjutant's Manual? _____

Is the Post incorporated? _____ Yes _____ No

Did the Post File a 990 with IRS? _____ Yes _____ No

Has the Post had a Financial Audit? _____ Yes _____ Internal _____ External _____ No

Does the Post Have / Own the following:

Home (property)	Rifles	
Charter	Are rifles properly secured, Inventoried & Reported to USA.	
Preamble Chart	Military Equip	
Flag Pole(s)	Post Constitution & Bylaws	
Records of Meeting Minutes	Membership Forms	
Service Officer Guide	Finance Report Posted	

