



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 the HALL set up correctly? YES NO
Was AGENDA follow correctly? YES NO	OFFICIAL CORRESPONDANCE read? YES NO
Were BILLS APPROVED and PAID? YES NO	NEW MEMBER APPLICATIONS 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 _____
Conducting JOINT MEETINGS (LOOM,WOTM) WITH MINUTES YES NO	(Lodge, Chapter, Legion – This is on the Lodge 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 HEART OF THE COMMUNITY report submitted: _____ (Check hard copy or computer record – due quarterly on May 15th, August 15th, November 15th and February 15th)

Date of last SAFETY REPORT submitted: _____ (Hard copy or email receipt – due October 1st and April 1st)

Date of 990 FORM submitted: _____ (Check hard copy – due on September 15th or extension requested – ask for certified mail receipt)

Date of last SALES TAX paid: _____ (Check books or online receipt – due each month)

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

Date last won _____ Size of pot \$ _____ Paid out \$ _____



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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 / DROPPED list posted?	YES	NO
Is RETENTION CALL NIGHT being practiced?	YES	NO

How effective was it _____

LODGE ACTIVE MEMBERS _____ Goal _____ Difference _____ Expired _____ Dropped _____ (From AED)
MOOSE LEGION MEMBERS _____ Percentage _____ Goal _____ Members needed for Goal _____ (Specific to Lodge)

GENERAL		
LODGE APPEARANCE (Inside and Outside)	_____	
Are MEMBERSHIP CARDS checked?	YES	NO
Is the OUTER DOOR secure?	YES	NO
Does the Lodge have mailed or emailed NEWSLETTERS? / Is SOCIAL MEDIA in use.	YES	NO Mailed _____ Emailed _____
BULLETIN BOARD updated and information posted?	YES	NO
Are BLANK APPLICATIONS available?	YES	NO
Are the SOCIAL QUARTERS RULES AND PERMITS posted in plan view?	YES	NO
Are all LICENSES current and posted? (ABC, Health, Fire as required by local jurisdiction)	YES	NO
Is the INCIDENT REPORT BOOK available and being used?	YES	NO
When was the LAST ENTRY MADE	DATE _____	TIME _____

COMMENTS

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

District President / Officer _____

Lodge Representative / Title _____

(Copy to Territorial Manager, State President and Area Coordinator)