



2025 – 2026
OFFICIAL VISIT REPORT FORM
VFW AUXILIARY DEPARTMENT OF MARYLAND



Instructions to District Presidents or their Representatives: **1.)** Ensure a quorum is present. If a quorum is not present, re- schedule the visit. **2.)** Prior to your visit, contact Department Program Chairmen to check if the auxiliary is reporting. **3.)** Date and sign all books of BOTH the Secretary and the Treasurer. **4.)** Meet prior or following the meeting with the President, Secretary, Treasurer, and any Trustees at the meeting to complete the Audit questions. **5.)** Send a copy of ONLY the completed first and second pages to the Auxiliary President. **6.)** Send a copy of all 3 pages of the completed Official Visit Form to President Bill Siperek within a week of your visit. **7.)** Retain a copy for your files to direct future actions to guide and strengthen the auxiliary.

Auxiliary #: _____ **Auxiliary Name:** _____ **District #:** _____

Members Paid at Visit: _____ **Current % Paid:** _____ % **Average Attendance at Meetings:** _____

Date of Visit: _____ **President/Representative Conducting Meeting:** _____

| QUESTIONS PRIOR TO THE MEETING | | | |
|--|---|---|--|
| PERTAINING TO THE OFFICE OF PRESIDENT | | | |
| Question | Y | N | If NO, list corrective action taken / to be taken. |
| Has the President, Secretary, or Treasurer changed since your Installation? If so, has the change been reported to the Department Secretary? | | | |
| Is the President holding the original bond covering both the President and Treasurer? | | | |
| Bonded by: _____ Date expires: _____ | | | |
| Is a current Podium Edition used to conduct meetings? | | | |
| PERTAINING TO THE OFFICE OF SECRETARY | | | |
| Are the Minutes organized according to the Booklet of Instructions (pp11-15)? | | | |
| Does the Secretary's Book include: | | | |
| Treasurer's Reports? | | | |
| Quarterly Audits? | | | |
| Standing Rules? | | | |
| Copy of the bond? | | | |
| PERTAINING TO THE OFFICE OF TREASURER | | | |
| Are the Treasurer's Books maintained according to Bylaws (pp78-80), the Booklet of Instructions (pp18-22), and the Treasurer's Guide online? | | | |
| Has an e-postcard (990N) been filed with the IRS? | | | |
| Date filed _____ Date sent to Dept. Treasurer _____ | | | |
| Has Maryland Business Personal Property Tax 2024 (the previous year) been filed with the state of Maryland by April 15 th ? | | | |
| DURING THE MEETING | | | |
| Were Department and National Communications read by the Secretary or previously noted in the Secretary's minutes? | | | |
| Were the Minutes of the previous meeting read or distributed? | | | |
| Was the Treasurer's Report read or distributed to members? | | | |

| | | | |
|---|--|--|--|
| Do the Trustees review and sign (or reject) all bills that should be presented at the meeting? | | | |
| If the Auxiliary has a debit card, is the monthly statement presented at each meeting for verification (Bylaws pp79-80)? | | | |
| Is the Quarterly Audit read by a Trustee and acted upon? (If an audit was not presented at this meeting, check the Minutes of previous meetings.) Date of last audit _____ | | | |
| Were all programs <i>promoted</i> at the meeting by summarizing information from Department Chairmen or offering new ideas? | | | |
| Were all those program reports sent to Department Chairmen? | | | |
| Was the meeting conducted in accordance to the Order of Business in the Ritual (p9, p23, or p41)? | | | |
| QUESTIONS PRIOR TO OR FOLLOWING THE MEETING | | | |
| PERTAINING TO THE TRUSTEES Have | | | |
| Trustees confirmed that all checks are verified at audits by finding a passed motion in the Minutes or a Standing Rule? | | | |
| Do the Trustees examine AND sign all Treasurer's Records: | | | |
| Treasurer's Ledger? | | | |
| Bank Statements? | | | |
| Savings Bonds or CD's? | | | |
| Special Accounts? | | | |
| Secretary's Minutes? | | | |

Signature of District President/Assigned Officer

Signature of Auxiliary President

Instructions to District Presidents or Their Representatives:

This page is for reference by the Department President ONLY. Your honest reflection on the workings of the Auxiliary you are visiting is necessary to determine if future support should be planned to strengthen this Auxiliary.

- 1.) This page of the Official Visit Form should not be given to the Auxiliary President but completed following your visit with the Auxiliary and sent to President Bill Siperek ONLY.
- 2.) Complete the questions below following the visit.
- 3.) Send all pages of this Official Visit Form to Department President Bill Siperek:

mdvfwaux.bills@gmail.com

2546 Lodge Forest Drive

Baltimore, MD 21219

Official Visit Forms will be distributed by President Siperek to Department Secretary Libby Dalla Tezza, Department Treasurer Jackie Kimball, PDP, and Chief of Staff Cathy Gistedt.

1. On a scale of 1 to 10 (with 1 being the lowest and 10 being the highest score), how would you rate the overall health of this Auxiliary based on your Official Visit? _____
2. Based on your rating, do you consider this Auxiliary to be in GOOD WORKING ORDER?
Yes ____ NO ____ Explain your answer using specific comments.

3. Do you (or does the Auxiliary) have any concerns that the Department should address?

4. Contact President Bill Siperek at (410) 274-1323 if you believe support from the Department is needed to strengthen this Auxiliary.

Signature of District President or Representative

Date