Report of Official Board Visits

(Report to be completed and filed by May 31)

District

Division# *Date Submitted*

Signed: *Lieutenant Governor*

		Please answer the following for each club												
Key #	**Clubs**	**Date of board meeting visit (Month / Day)**	**President's leadership (Satisfactory / Unsatisfactory)**	**Secretary's records and knowledge of duties (Satisfactory / Unsatisfactory)**	**Club finances and budget (Satisfactory / Unsatisfactory)**	**Membership Development plans (Satisfactory / Unsatisfactory)**	**Committee organization and functioning (Satisfactory / Unsatisfactory)**	**Are bylaws up to date? (Yes / No)**	**Is there an annual audit of club's books? (Yes / No)**	**Is the club incorporated? (Yes / No)**	**Does the board review all reports? (Yes / No)**	**Does the club have a charitable foundation? (Yes / No)**	**Frequency of club publication/bulletin (Weekly / Bimonthly / Monthly / None)**	**How do you rate the service activities of this club? (Good / Fair / Poor)**

REMARKS AND OBSERVATIONS: Report here any information which needs the attention of the district.

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