

**AUXILIARY INSPECTION REPORT FORM  
2017-2018**

DATE OF INSPECTION: \_\_\_\_\_ AUX. # \_\_\_\_\_ DISTRICT # \_\_\_\_\_  
AUXILIARY NAME \_\_\_\_\_

LOCATION: \_\_\_\_\_

(Address) (City) (State & Zip) \_\_\_\_\_

1. Has the Auxiliary held legal monthly business meetings according to the Bylaws since last inspection?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Are **current** Bylaws & membership pin given to new members when they are obligated?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Is the *Michigan Connection* read when issued?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If you answered no on any of the above, did you instruct on proper procedure?  
(explain) \_\_\_\_\_

**PERTAINING TO THE OFFICE OF PRESIDENT:**

4. Are meetings conducted according to the National Bylaws and Ritual?  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. Does the President have a **current** copy of the National Bylaws and Rituals?  
Yes \_\_\_\_\_ No \_\_\_\_\_
6. Is the President familiar with her duties? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Are other Officers familiar with their duties? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Is the Chief of Staff/Extension Bulletin being read on the floor? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Is the Healthy Auxiliary Checklist being used? Yes \_\_\_\_\_ No \_\_\_\_\_  
If you answered no on any of the above, did you instruct on proper procedure?  
(explain) \_\_\_\_\_

**PERTAINING TO THE OFFICE OF SECRETARY:**

10. Are the Secretary's books kept according to the Booklet of Instructions?  
Yes \_\_\_\_\_ No \_\_\_\_\_
11. Is the Treasurer's detailed report incorporated in the Secretary's minute book?  
Yes \_\_\_\_\_ No \_\_\_\_\_
12. Are the books of the Secretary audited according to the Bylaws? Yes \_\_\_\_\_ No \_\_\_\_\_
13. Is the audit report incorporated in the Secretary's minute book? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Is the Secretary keeping a file of all Quarterly Reports? Yes \_\_\_\_\_ No \_\_\_\_\_  
If you answered no on any of the above, did you instruct on proper procedure?  
(explain) \_\_\_\_\_

**PERTAINING TO THE OFFICE OF TREASURER/TRUSTEE:**

15. Are the Treasurer's books kept according to the Booklet of Instructions?  
Yes \_\_\_\_\_ No \_\_\_\_\_
16. Does the Treasurer read her report as a part of the Order of Business?  
Yes \_\_\_\_\_ No \_\_\_\_\_
17. Did you see proof of the 990 being filed within the last 12 months? Yes \_\_\_\_\_  
No \_\_\_\_\_ If no, contact the Department Office immediately.

18. Are all funds audited (i.e. Bingo, etc.)? Yes \_\_\_\_\_ No \_\_\_\_\_
19. Are all books/audits signed by the Trustees performing the audit?  
Yes \_\_\_\_\_ No \_\_\_\_\_
20. Is the quarterly audit read by the Trustees and acted upon at the meeting?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- If you answered no on any of the above, did you instruct on proper procedure?  
(explain)\_\_\_\_\_

**PERTAINING TO APPOINTMENT OF CHAIRMEN:**

21. Have Chairmen been appointed to correspond with National and Department Programs? Yes \_\_\_\_\_ No \_\_\_\_\_
22. Are they participating in all the programs? Yes \_\_\_\_\_ No \_\_\_\_\_
23. Does each Chairman report on her chairmanship at every meeting?  
Yes \_\_\_\_\_ No \_\_\_\_\_
24. Are all chairmen reporting on a quarterly basis? Yes \_\_\_\_\_ No \_\_\_\_\_
- If you answered no on any of the above, did you instruct on proper procedure?  
(explain)\_\_\_\_\_

R-reported	S-sent report	N-no report given	P-President reported
<b>Veterans and Family Support</b>		<b>Legislative</b>	
<b>Americanism/Patriotic Instructor</b>		<b>Membership</b>	
<b>Camp Trotter</b>		<b>Scholarships</b>	
<b>Hospital</b>		<b>Youth Activities</b>	
		<b>AUDIT REPORT</b>	

**Do you consider this Auxiliary to be in good working order? Yes \_\_\_\_\_ No \_\_\_\_\_**

Did you as District President present a Membership Recruiting Training? Yes \_\_\_\_\_ No \_\_\_\_\_

Your Comments, Matters of Concerns, etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Please give honest, unbiased answers to the above questions. You may use additional pages as necessary.

**Instructions to District President/Inspector:** (1) A copy of the Auxiliary Inspection Form is given to the Auxiliary President at the time of inspection. (2) A copy is also sent to the Department President, and (3) you keep a copy for your files.

\_\_\_\_\_  
Signature of District President/Inspecting Officer

\_\_\_\_\_  
Signature of Auxiliary President