Report of Official Board Visits

(Report to be completed and filed by May 31)

District

Division# *Date Submitted*

Signed: *Lieutenant Governor*

Key #	Clubs	Please answer the following for each club												
		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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