

District Vice President Field Visit Report

TO: PA Federation President
Name and Number of Chapter Visited:
Date of Visit:

Yes No

Was there an organized welcome committee?
Did the business meeting follow a well-prepared agenda?
Was the use of NARFE or Federation publications evident?
Were reports presented as follows:

Membership?
Legislation?
Treasurer?
Secretary (minutes)?
Service Officer?
Programs?

Total Chapter Membership: Members in Attendance:

Does chapter publish a newsletter/other?
Are the Chapter Constitution and Bylaws current?
If not, did you recommend review and action?
Is the tax form filed? (Due May 15 annually)
Is F-7 current?
Is there a local membership record or does the chapter use National?
Did you make a verbal presentation on current subjects?

What is your evaluation of this chapter?

Date: Name and District:

Prepare report in triplicate. Mail original to PA Federation President and a copy to Federation 1st Vice President and maintain a copy for your own records. If more space is needed for any of the above questions continue on an additional sheet.

IMPORTANT: Reports are required for each initial official chapter visitation and also for any special visitations which were previously authorized by the Federation President.