



ARKANSAS VFW

AUXILIARY INSPECTION REPORT FORM



AUX. # _____ District # _____ Location of Visit _____

Auxiliary President _____ Date of visit: _____

Officers Present: President, ___ Sr. Vice President, ___ Jr. Vice President, ___
 Secretary, ___ Treasurer, ___ Chaplain, ___ Conductor, ___ Guard, ___
 Trustee # 1, ___ Trustee #2, ___ Trustee #3 ___

Healthy Auxiliary Guidelines:

1. How many monthly meetings does this Auxiliary hold a year? _____
2. How many dues are paid to date? _____ Membership as of June 30, 2024 _____
3. Do they have a school of instruction? _____ Explain _____
4. Has the last quarterly audit been read and approved or corrected and approved then sent to the Department Treasurer? _____
5. Average attendance at monthly business meetings _____
6. Is the Department View made available or read during the meeting? Yes _____ No _____
7. Do they discuss programs? _____ What was the discussion? _____
8. Do they use any of these items: What items do they use? _____

a. R U Healthy Checklist _____	b. Good Job Certificate _____
c. Auxiliary Member Questionnaire _____	d. Auxiliary Meeting Clinic _____
e. Communication Phone/Text Tree _____	f. Online Academy _____

PERTAINING TO THE OFFICE OF SECRETARY:

9. Are the Secretary's books kept according to bylaws? Yes _____ No _____
 Treasurer's report incorporated. _____ Audit report incorporated _____
 Is the Secretary book audited by the trustees according to the Bylaws? _____
 Does the Secretary need training for their books or minutes? _____

PERTAINING TO THE OFFICE OF TREASURER/TRUSTEE:

10. Are the Treasurer's books kept according to the bylaws? Yes _____ No _____
 Did the Trustees audit and sign all the treasure books? _____
 Date of last Audit _____ (Look at Audit)
 Is the Treasurers' report read at the meeting? _____
 Does the Treasurer or any Trustees need training? _____
11. Does this Auxiliary have a Facebook or Web page for social media communication. _____
12. Did you notice any RED FLAGS? _____

Your Comments, Matters of Concerns, etc.: Give honest, unbiased answers to the above questions.

Instructions to the District President/Inspector: (1) Please be sure to sign both the books of the Secretary and the Treasurer indicating the date you inspected and your initials. (2) A copy of the Auxiliary Inspections Form is given to the Auxiliary President at the time of inspection. (3) A copy is also sent to the Department President. (4) a copy is sent to the Department Chief of Staff and (5) you keep a copy for your files.

 Signature of District President/Inspecting Officer

 Signature of Auxiliary President