

DISTRICT VICE PRESIDENT FIELD VISIT REPORT

TO: PA Federation President Maria I. Ritzman
Name and Number of Chapter Visited _____
Date of Visit _____

	<u>Yes</u>	<u>No</u>
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 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?	_____	_____
Is there a need for Federation assistance?	_____	_____

What is your evaluation of this chapter? _____

Date _____ Name and District _____

Prepare report in ^{triplicate} duplicate. Mail original to PA Federation President and a copy to Federation 1st Vice President; maintain the copy for your record. 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.

