A. ON THE PRESIDENT:

1. Does he set up the altar and have things in order before the meeting? Y / N
2. Does he use the official President's worksheet? Y / N
3. Is the worksheet prepared in advance of the meeting? Y / N
4. Are the specific assignments listed on it? Y / N
5. Does he ask for a report from each and every member? Y / N
6. Do the assignments vary from week to week? Y / N
7. Are assignments in pairs? Y / N
8. Is the work done recorded on the sheet? Y / N
9. Is there a Handbook study? Y / N How is it done? ____________________________
10. Is Praesidium information being archived? Y / N
11. Does the President know where past annual reports are kept? Y / N
12. Did you (the visitator) inspect past worksheets? Y / N
13. Does the President have a record of past Membership Rosters? Y / N
14. Does he promote membership in the Praetorian rank? Y / N
15. Does he make weekly or monthly assignments to contact new people to recruit them? Y / N
16. Does he make weekly or monthly assignments to visit auxiliary members? N / Y
17. Are these reported at the meeting? Y / N
18. Is Praesidium doing Apostolic work? Y / N Census? Y / N how often? ______
19. How many ongoing special cases? _____________
20. Any NON-apostolic work? Explain: ________________________________
21. Standing instructions read monthly? Y / N
22. President’s work sheet kept properly? Y / N
23. Do members report from notebooks? Y / N
24. Basis of allocutio (Handbook or other)? ______________________
25. Is allocutio a talk as opposed to a discussion, or to a mere reading? Y/N
26. Are partners rotated? Y / N
27. Are reports divided between them? Y / N
28. Is altar according to regulation? Y / N
29. Is it neat and clear? Y / N
30. Yearly Praesidium function? Y / N What is it? ____________________________
31. Have there been any skipped meetings this year? N/Y
32. What is done to make up a cancelled meeting? __________________________

COMMENTS:
B. ON THE SECRETARY:

1. Does he use the official Secretary Minutes form? **Y / N**
2. If not, does he record the information as it is outlined in the form? **Y / N**
3. Does he read the minutes as in the form? **Y / N**
4. Are the auxiliary membership totals reported every week? **Y / N**
5. Do minutes contain name of cases? **Y / N**
6. Is only assigned work recorded in the minutes? **Y / N**
7. Do minutes give sufficient detail? **Y / N**
8. Are the contents of the allocutio recorded, at least in outline? **Y / N**

COMMENTS:
C. ON THE VICE-PRESIDENT:

1. Is there a list of Auxiliaries, including their sign-up date? Y / N
2. Is the date of their probationary visit recorded? Y / N
3. Is the Active contact listed too? Y / N
4. Is the probationary period listed? Y / N
5. Are Adjutorian Members identified? Y / N
6. Are Praetorian members identified? Are those working towards that rank indicated? Y / N
7. Is the Active Membership Roster kept? Y / N
8. Does it mention the Active Members' beginning date? Y / N
9. Does it mention the date of the Active Members' promise? Y / N
10. Does the front page list all the officers and their appointment dates? Y / N
11. Does the back page list all members, including the officers, with the date they joined the Legion and the date they took their promise? Y / N
12. Does he give an auxiliary membership report at every meeting? Y / N
13. Annual calls made to Auxiliaries? Y / N Annual function for auxiliaries? Y / N
14. How are auxiliaries found? ___________________________________________
15. Are Auxiliaries encouraged to become active? Y / N Junior Praesidium? Y / N
16. Does roll call list officers first? Y / N
17. Is promise taken at end of probation? Y / N
18. Is active attendance satisfactory? Y / N
19. Does the Vice-President keep clear and complete records? Y / N

COMMENTS:

(over)
D. ON THE TREASURER:

1. Are expenses listed in detail? (for what, by whom? including quantity and price) Y / N
2. Is the money spent as determined by vote at the meeting? Y / N
3. Is it used only for those things specified in the Handbook? Y / N
4. Is the balance under $50.00? If not, is there a plan for use of that money? [if not, the praesidium is to be encouraged to donate to the Curia—no praesidium ought to have over $100.00 in reserve without a specific purpose]. Y / N
5. Is there a yearly audit of the bank account by two members and also noted with the annual report? Y / N
6. Does the treasurer use the treasurer's report form to be submitted along with the yearly report?
7. Is Treasurer's book clear? Y / N
8. Are funds used for Masses for deceased Legionaries in November? Y / N
9. Subscriptions to Maria Legionis? (give #) _______

COMMENTS