**Praesidium Visitation Form For the President**

**Praesidium Name/Parish** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Day and Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will be visited by:**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**On Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Praesidium President:**  Please fill in the following information and give the form to the visitors when they attend your meeting.

**Membership:**

Name of President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone # and Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Spiritual Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of senior active members: permanent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ probationary: \_\_\_\_\_\_\_\_\_\_\_\_

Number of juniors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of auxiliary members: permanent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ probationary: \_\_\_\_\_\_\_\_\_\_\_\_

Number of members who subscribe to Maria Legionis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Functions:** How many members attended the:

Acies \_\_\_\_\_\_\_\_ members

Summer Outdoor Function \_\_\_\_\_\_\_\_ members

September Function \_\_\_\_\_\_\_\_ members

Annual Retreat \_\_\_\_\_\_\_\_ members

Annual General Reunion \_\_\_\_\_\_\_\_ members

**Vice President:**  Please have your VP attendance book available for the visitors after the meeting.

**Treasurer:** Please have your Treasurer’s book available for the visitors after the meeting.

**Secretary:**  Please have your Secretary Minutes book available for the visitors after the meeting.

**Works:**  List your major assigned works and indicate approximately how often they are done.

**Questions to answer:**

* Was an annual audit of the Treasurer’s book completed? Yes\_\_\_ No\_\_\_
* Will any Officer’s terms be completed in the coming months?
* How is the Praesidium recruiting new members?

**Problems:** List any problems or concerns you would like to discuss with the visitors.