**Praesidium Visitation Form – Visitors Form**

**Praesidium:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**President:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Visitors:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **and** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of last visit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Visitors: please circle Yes or No for each question. Comment wherever appropriate. It may be necessary to ask the praesidium officers about some of the questions when you meet with them after the meeting.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Meeting Time and Place** | **Comments** |
| Yes | No | Is the meeting place adequate? |  |
| Yes | No | Is the altar kept neat? |  |
| Yes | No | Are supplies available? |  |
| Yes | No | Was the president’s worksheet prepared? |  |
|  |  |  |  |
|  |  | **The Rosary** |  |
| Yes | No | Did the meeting begin on time? |  |
| Yes | No | Did members kneel for the rosary? |  |
| Yes | No | Did each member use a rosary? |  |
| Yes | No | Did each member pray the rosary reverently? |  |
|  |  |  |  |
|  |  | **The Spiritual Reading** |  |
| Yes | No | Was the reading taken from the handbook? |  |
| Yes | No | If supplemented, were Legion-related books or articles used? |
| Yes | No | Was the reading of a suitable length? |  |
|  |  |  |  |
|  |  | **The Handbook Discussion** |  |
| Yes | No | Was a member assigned to lead the discussion? |  |
| Yes | No | Did all members participate in the discussion? |  |
|  |  |  |  |
|  |  | **The Minutes** |  |
| Yes | No | Are the minutes written neatly in ink or typed? |  |
| Yes | No | Are the minutes complete and written in full sentences? |
| Yes | No | Did the reading of the minutes set a good tone for the meeting? |
|  |  |  |  |
|  |  | **The Roll Call** |  |
| Yes | No | Are the records complete and up-to-date? |  |
| Yes | No | Is attendance at functions and Curia meetings included? |
| Yes | No | Do members have legitimate excuses for missing a meeting? |
| Yes | No | If members miss a meeting, do they call the vice president? |
| Yes | No | Do all members have punctual and regular attendance? |
|  |  |  |  |
|  |  | **The Treasurer’s Report** |  |
| Yes | No | Are the records kept neatly in ink? |  |
| Yes | No | Is a Senatus/Comitium/Curia donation given every month? |
| Yes | No | Is the November Mass arranged? |  |
|  |  |  |  |
|  |  | **The Standing Instructions** |  |
| Yes | No | Are the Standing Instructions read by the president the first meeting of the month? |
| Yes | No | Are they explained to guests? |  |
|  |  |  |  |
|  |  | **The Active Recruiting Report** |  |
| Yes | No | Does every member make recruiting contacts regularly? What is the average number of recruiting contacts per week? \_\_\_\_\_\_\_\_. |
|  |  |  |  |
|  |  | **The Reports** |  |
| Yes | No | Are the reports adequate and audible? |  |
| Yes | No | Do members include the number of calls and contacts, time spent, and the names of the place and the partner in each report? |
| Yes | No | If two members worked together, do they divide the report to avoid repetition? |
| Yes | No | Were comments made *after* each report, so that there were no interruptions? |
| Yes | No | Were reports (and excuses) called for from the members who were unable to do their assignment? |
| Yes | No | Did each member use a notebook? |  |
| Yes | No | Were back reports given when a member missed a previous meeting? |
| Yes | No | Is attention given to each report by all members? |  |
| Yes | No | Is secrecy kept? |  |
|  |  |  |  |
|  |  | **The Catena** |  |
| Yes | No | Are members reminded to recite the Catena daily? |  |
|  |  |  |  |
|  |  | **The Allocutio** |  |
| Yes | No | Was the allocutio given on a Legion topic? |  |
| Yes | No | Was the allocutio a talk and not a reading? |  |
| Yes | No | Was it given by the Spiritual Director, by the president, or a member designated by the president \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? |
|  |  |  |  |
|  |  | **The Assignments** |  |
| Yes | No | Was specific work assigned by the president? |  |
| Yes | No | Is substantial work being done? |  |
| Yes | No | Do members make an effort to spiritualize the assignments? |
| Yes | No | Are religious articles and prayer cards given out on assignments? |
|  |  |  |  |
|  |  | **Other Business** |  |
| Yes | No | Are reports of functions given? |  |
| Yes | No | Do officers report on the meeting of the higher council each month? |
| Yes | No | Are announcements made? |  |
|  |  |  |  |
|  |  | **Other** |  |
| Yes | No | Do the members seem to understand the Legion system? |
| Yes | No | Do members show concern for the praesidium? |
| Yes | No | Is the president’s control of the meeting and the discipline at the meeting satisfactory? |
| Yes | No | Do members show respect for each other? |

**Other comments, observations, concerns:**