**Council Visitation Form – Visitors Form**

**Council:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 | Do the officers come early to set up? |  |
| Yes | No | Is the altar kept neat? |  |
| Yes | No | Are supplies available? |  |
| Yes | No | Can everyone hear? |  |
| Yes | No | Is the setting of the meeting adequate? |  |
| Yes | No | Is the agenda prepared and sent to the officers ahead of time | |
|  |  |  |  |
|  |  | **The Rosary/Spiritual Reading** |  |
| 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? |  |
| Yes | No | Was the spiritual reading suitable? |  |
|  |  |  |  |
|  |  | **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 Attendance** |  |
| Yes | No | Is the attendance report prepared and audible? |  |
| Yes | No | Are the records complete and up-to-date? |  |
| Yes | No | Is attendance at functions included? |  |
| Yes | No | Do members have legitimate excuses for missing a meeting? | |
| Yes | No | If members must miss a meeting, do they call the VP? | |
| Yes | No | Do all members have punctual and regular attendance? | |
| Yes | No | Is there follow-up of members who miss regularly? |  |
| Yes | No | Are officers instructed before being approved? |  |
|  |  |  |  |
|  |  | **Elections** |  |
| Yes | No | Is proper election procedures followed? |  |
| Yes | No | Are elections announced one month ahead? |  |
| Yes | No | Are duties explained to nominees before the election? | |
|  |  |  |  |
|  |  | **The Treasurer’s Report** |  |
| Yes | No | Is the Treasurer’s report prepared and audible? |  |
| Yes | No | Are the records kept neatly in ink? |  |
| Yes | No | Is a Senatus donation given every month? |  |
| Yes | No | Does the council have a bank account? |  |
| Yes | No | Are there any financial problems? |  |
|  |  |  |  |
|  |  | **The Reports** |  |
| Yes | No | Is a report scheduled for every meeting? | |
| Yes | No | Are reports complete, giving a good picture of the praesidium or council? | |
| Yes | No | Is there discussion following the report? |  |
| Yes | No | Are reports given when they are due? | |
| Yes | No | Are comments on the reports noted? |  |
|  |  |  |  |
|  |  | **The Catena** |  |
| Yes | No | Is the Catena prayed properly, including appropriate pauses? | |
|  |  |  |  |
|  |  | **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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? | |
|  |  |  |  |
|  |  | **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 | Was the letter from the Correspondent read and discussed? | |
| Yes | No | Do the members seem to understand the Legion system? | |
| Yes | No | Was the president’s control of the meeting and t he discipline at the meeting satisfactory? | |
| Yes | No | Do members show respect for each other? | |

**Other comments, observations, concerns:**