

# Deputy Grand Matron Worksheet for Official Visit

Date of Official Visit: \_\_\_\_\_

Chapter Name & Number: \_\_\_\_\_

District \_\_\_\_\_ Section \_\_\_\_\_

Type of Meeting: Stated \_\_\_\_\_ Called \_\_\_\_\_

Attendance: Officers Present \_\_\_\_\_  
Members \_\_\_\_\_  
Visitors \_\_\_\_\_

Number of Members on Chapter Roll: Total \_\_\_\_\_ Resident \_\_\_\_\_

Certificate of Proficiency Earned: A Certificates \_\_\_\_\_ B Certificates: \_\_\_\_\_

**Minutes:** Check the minutes for the following:

\_\_\_\_\_ Signature of Secretary recording the Minutes  
\_\_\_\_\_ Names of Officers serving for each Meeting  
\_\_\_\_\_ Date of approval and signature of Presiding Officer  
\_\_\_\_\_ Reading of Official Communications  
\_\_\_\_\_ Date of Observance of Rob Morris Birthday \_\_\_\_\_  
\_\_\_\_\_ Memorial or Chapter of Sorrow and Note Date \_\_\_\_\_  
\_\_\_\_\_ Pledge of Allegiance to the Flag mentioned in Minutes?

**Reports:** Indicate the date recorded in the Minutes for the following:

Junior Past Matron's Report \_\_\_\_\_  
Audit Report Read and Adopted \_\_\_\_\_  
Delegate's Report of Grand Chapter \_\_\_\_\_  
Secretary's Annual Report to Grand Chapter \_\_\_\_\_

**Conditions** of Records and Properties (*Excellent, Good, Fair, Poor*)

Minute Book _____	Chapter Ledger _____
Secretary's Cash Book _____	Warrant _____
Receipts _____	Treasurer's Account book _____
Visitor's Register _____	Signet _____
Emblems _____	Badges _____
Charter Date _____	Charter _____

Ballot Box \_\_\_\_\_ Have Black Cubes Replaced Black Balls \_\_\_\_\_

Secret Work:

Copy #1 \_\_\_\_\_ Copy #2 \_\_\_\_\_ Copy #3 \_\_\_\_\_ Copy #4 \_\_\_\_\_

Chapter's Tax ID# \_\_\_\_\_

**Contributions** made by Chapter:

Total Amount donated to International Headquarters Fund \$ \_\_\_\_\_

Date of Last Donation \_\_\_\_\_ Amount \$ \_\_\_\_\_

Donations to OES Humanitarian Programs for:

1. ESTARL \$ \_\_\_\_\_

2. Benevolent Aid \$ \_\_\_\_\_

3. Educational Fund \$ \_\_\_\_\_

Donations to Other Humanitarian Programs/Projects:

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

Donations to Civic and Community Programs

1. \_\_\_\_\_ \$ \_\_\_\_\_

2. \_\_\_\_\_ \$ \_\_\_\_\_

3. \_\_\_\_\_ \$ \_\_\_\_\_

**Comments** on the Work of the chapter Officers (*Excellent, Good, Fair, Poor*)

Opening Ceremony \_\_\_\_\_ Closing Ceremony \_\_\_\_\_

Were Rituals Used? \_\_\_\_\_ Is Chapter Using Current Ritual? \_\_\_\_\_

What demonstrations were requested? \_\_\_\_\_

What instructions did you bring to the Chapter? \_\_\_\_\_

What instructions or demonstrations need to be made at the School of Instruction? \_\_\_\_\_

Did you sign and date all the books? \_\_\_\_\_

Respectfully Submitted,

Deputy Grand Matron