

ALBERTA ELKS ASSOCIATION DISTRICT DEPUTY REPORTS



FIRST VISIT REPORT



Lodge Name : _____ Lodge Number _____ District _____

Date of Visit: _____ Attendance: _____ Total Lodge Membership: _____

Members present at last 4 meetings: 1) _____ 2) _____ 3) _____ 4) _____

Since January 1 of this current year how many:

New Members were initiated _____ Members were reinstated _____

Ritual

Was the meeting you attended opened and closed in: Regular Form __, Short Form __, Round Table __

Which form of Opening and Closing does the Lodge use at regular meetings _____.

It is suggested that the questions in the **Membership** and **Activities** sections be asked on the lodge floor. You should be prepared to provide information and encouragement to the lodge for any activities that they do not participate in or programs that they do not have in place.

Membership

What programs does the Lodge have in place regarding membership? (i.e. Retention reinstatement and recruiting)

What projects and or activities does the Lodge have in place to create interest and participation within the membership?

Does the lodge have:

- | | | | | |
|--|-----|----|----|----|
| a) Supper Meetings? | Yes | __ | No | __ |
| b) How often are they held? _____ | | | | |
| c) Does it generate more members than a regular meeting? | Yes | __ | No | __ |
| d) Are non-members invited? | Yes | __ | No | __ |

ALBERTA ELKS ASSOCIATION DISTRICT DEPUTY REPORTS

e) How does the Lodge contact its members?

- i) Phoning Committee _____
 - How Often? _____
 - Does it Work? _____
- ii) By E-Mail _____
 - How Often? _____
 - What Do You Send? Meeting Agenda _____
 Minutes _____
 Other _____

f) How often do they call? _____

g) Is it effective? Yes ___ No ___

h) Does the Lodge send out a newsletter? Yes ___ No ___

i) Frequency _____

j) Does the lodge make Inter Lodge Visits Yes ___ No ___

k) Date and location of last visit _____

Activities

Charitable Activities			
	Yes	No	Information requested
Elks and Royal Purple Fund for Children			
Alberta Elks Foundation			
ISTAR			
Tabs for Tots			
Provincial Events			
Curling			
Darts			
Walk for Children			
Foundation Raffle			
Provincial Conferences			
District Events			
District Meeting			
District Functions			
National Conventions			

ALBERTA ELKS ASSOCIATION DISTRICT DEPUTY REPORTS

For each event/activity does the Lodge participate and/or contribute annually

Yes No

Comments: _____

Does the Lodge complete the Provincial Community Service Report Form?

Yes No

Comments

Financial Condition of Lodge

a) Was a financial report presented? Yes No

b) Based on your discussion and observations, do you feel the Lodge members received a full/accurate picture of the financial operations of the Lodge? Yes No

If No please explain:

Correspondence

In your opinion is the following information being fully presented to the Lodge membership:

a) Correspondence Yes No

b) Other Committee Reports Yes No

If you answered No to either of the above please elaborate in comments section below.

COMMENTS

Do you feel that this Lodge has some concerns to be addressed? Yes No

ALBERTA ELKS ASSOCIATION DISTRICT DEPUTY REPORTS

If yes what could this Lodge do to help themselves?

Comment frankly on the overall condition of this Lodge. Review your response to the questions above and provide additional comments and recommendations where applicable.

Comment frankly on how the Provincial Association could assist this lodge:

NAMES OF FUTURE LEADERS

1. **Name:**
Address:
Phone:
Cell:
Email:

Lodge _____ **No.** _____

Date: _____ **Signature:** _____

First Name: _____ **Last Name:** _____

Additional Comments: