

**MINNESOTA WOMEN OF TODAY  
DISTRICT DIRECTOR OFFICIAL VISITATION REPORT**

Send one (1) copy each to the state president, the administrative vice president and the chapter management vice president immediately following the visitation or with your monthly report.

Name \_\_\_\_\_ District Number \_\_\_\_\_

Date of Meeting \_\_\_\_\_ Name of Chapter \_\_\_\_\_ Mileage (RTM) \_\_\_\_\_

Chapter Membership \_\_\_\_\_ Number in Attendance \_\_\_\_\_ Guests \_\_\_\_\_

Type of Meeting/Event \_\_\_\_\_

YES NO Include any comments that you may have.

- \_\_\_ \_\_\_ Did meeting start on time?
- \_\_\_ \_\_\_ Is a printed agenda used?
- \_\_\_ \_\_\_ Are the Women of Today Creeds and the Pledge of Allegiance recited?
- \_\_\_ \_\_\_ Are all members and guests welcomed and introduced?
- \_\_\_ \_\_\_ Do officers have visible responsibilities?
- \_\_\_ \_\_\_ Is parliamentary procedure used properly?
- \_\_\_ \_\_\_ Is membership information brought to the members' attention?
- \_\_\_ \_\_\_ Do local program managers have visible responsibilities?
- \_\_\_ \_\_\_ Do local program managers give reports and promote their area?
- \_\_\_ \_\_\_ Is the procedure used to obtain chairmen effective?
- \_\_\_ \_\_\_ Are committees encouraged and planned at the meeting?
- \_\_\_ \_\_\_ Are final reports and committee reports given on projects?
- \_\_\_ \_\_\_ Does the chapter have a local awards program?
- \_\_\_ \_\_\_ Does the chapter have a newsletter? How often published? \_\_\_\_\_
- \_\_\_ \_\_\_ Are all members encouraged to participate?
- \_\_\_ \_\_\_ Is the membership enthusiastic?
- \_\_\_ \_\_\_ Was the meeting fun/interesting?
- \_\_\_ \_\_\_ Was the meeting too long/too short?
- \_\_\_ \_\_\_ Did the chapter have a program? (Indicate if so.)

Highlight current chapter projects.

What was the content of your DD presentation?

District director's assessment of chapter's needs and plans to assist them.