



MILITARY ORDER OF THE PURPLE HEART AUXILIARY

INSPECTION REPORT

REPORTING YEAR 20____ - 20____

For Use by Department Presidents and Region Presidents

Due to National
Inspector by May 15.
See Instructions Below

Unit Number: _____
Region: _____

Unit Name: _____
City & State: _____

1. Average attendance at meetings: _____ Is a quorum often present? Yes No
2. How many meetings did the Unit have in the last 12 months? _____
3. How often does the Unit meet jointly with the Chapter? Always Often Rarely Never
4. How does the Unit send notice of meeting and minutes to members? Email Mail Phone
5. Are all Unit checks and warrants signed & countersigned? Yes No

If no, please explain why: _____

6. How often are the books audited? Once per year Twice per year
7. Are the books, including warrant books, signed by the trustees? Yes No
8. What chairpersons do the Unit have for completion of annual reports?

Community Service Membership Publicity Americanism
Hospital Viola Center for Development and Civic Engagement (CDCE), formerly VAVS

9. Did the Unit participate in a Viola drive? Yes, with Chapter Yes, alone No
10. How were funds raised for service work? _____

11. Did the Unit request funds from the HOV (Helping Our Veterans) program? Yes No
12. Which of the following are present at Unit meetings? Check all that apply:

American Flag Auxiliary Banner Bible Alter Cloth Unit Charter

13. Does the Unit have: History/Scrapbook Constitution and Bylaws Procedures Manual Unit Roster
14. Does Unit have Standing Rules? Yes No
15. Does the Unit President/Secretary inform members of Auxiliary news from Department/National? Yes No
16. Does the Unit have concerns about the future of the Unit? Yes No

17. Remarks of Inspector: _____

Department President (or Inspecting Officer)

Date

Unit President

Instructions to Inspector:

- **No member of the Unit may inspect their own Unit.**
- Complete this form for ALL Units within your Department, except your own Unit.
- An Inspector's own Unit may be inspected by a Region President, PNP, PDP, or other Nat'l. Officer.
- Send a copy of this report to the National Inspector (National Senior Vice President).
- Completion of this form may be done by phone or in person with the Unit President.
- If sending by mail, click the PRINT button below. If sending by email, click the SAVE button below.