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| **VISITATION OF PRAESIDIUM FORM** |

***Please note this sheet is to be filled in and returned to the Curia officers immediately after the Visitation***

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| --- | --- | --- | --- |
| **Date of Visitation  :** |  | **Visiting Legionaries/Pdm :** |  |
| **Praesidium:** |  | **Meeting Place :** |  |
| **Spiritual Director :** |  | **President :** |  |
| **Meeting Opened at :** |  | **Meeting Closed at :** |  |
| **No. of members present :** |  | **No. of late comers :** |  |

**SECTION A: MEMBERSHIP STRENGTH**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Active :*** | ***Full Members :*** |  | ***Probationers :*** |  | ***Praetorians:*** |  |
| ***Auxiliary:*** | ***Auxiliaries:*** |  | ***Probationers :*** |  | ***Adjutorians:*** |  |

***\* Tick Accordingly***

|  |  |  |
| --- | --- | --- |
| ***Is the Promise taken invariably as soon as the probation period is completed?*** | **\*Yes** | **\*No** |
| ***Is anything being done as regards recruiting?*** | **\*Yes** | **\*No** |
| ***Is the importance of Auxiliary Membership to the Legion fully appreciated?*** | **\*Yes** | **\*No** |

**Elaborate on the recruitment strategy/policy for its Active and Auxiliary membership:**

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| ***Is there a Junior Praesidium attached?*** | **\*Yes** | **\*No** |
| ***Are there any vacant officer post (s)?*** | **\*Yes** | **\*No** |

**If yes, please state period and reason below:**

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**Please give the percentage attendance of the officers during the last 6 Months:** *(e.g 24 out of 26 meetings will be 92%)*

| ***P:*** |  | ***%*** | ***VP:*** |  | ***%*** | ***S:*** |  | ***%*** | ***T:*** |  | ***%*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |

**SECTION B : HANDBOOK PROCEDURES AND LEGION SYSTEM** ***\*Tick Accordingly***

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| --- | --- | --- |
| ***Is the Standing Instruction read monthly?*** | **\*Yes** | **\*No** |
| ***Is the duty of subscribing to the Secret Bag fully understood?*** | **\*Yes** | **\*No** |
| ***Has the Praesidium function been held?*** | **\*Yes** | **\*No** |
| **Do the members know the Handbook?** | \*Yes | \*No |
| **Is the membership Rolls (Attendance book) properly maintained?** | \*Yes | \*No |
| **Are the accounts in the Treasurer’s book in order?** | \*Yes | \*No |
| **Is the Secretary’s Minutes of Meetings properly recorded?** | \*Yes | \*No |
| **Is the President worksheet satisfactorily kept?** | \*Yes | \*No |

**Please list any comments on the state of the records maintained:** *(E.g on Attendance, Accounts, Minutes, President Worksheet)*

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**SECTION C : THE MEETING *\*Tick Accordingly***

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| --- | --- | --- |
| **Was the President’s handling/chairing of the Meeting satisfactory?** | \*Yes | \*No |
| **Was the Legion Altar properly set?** | \*Yes | \*No |
| **Was each Legionary performing a substantial active Legionary work and In the right spirit?** | \*Yes | \*No |
| **Has the Praesidium any novel work or feature?** | \*Yes | \*No |

**List the Works, Novel Work or Feature being done:**

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|  |

**Give your impression of the Allocutio (if it was given by a lay member):**

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**SECTION D: OVERVIEW *\*Tick Accordingly***

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| --- | --- | --- |
| **Are there members suitable for Praesidium officership?** | \*Yes | \*No |

**If yes, please mention the name below and officership position:**

|  |
| --- |
|  |

**Improvements suggested to the President (if any):**

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| --- |
|  |

**General State of the Praesidium:                                              *\*Tick Accordingly***

|  |  |  |  |
| --- | --- | --- | --- |
| **Excellent** | **Good** | **Average** | **Poor** |

***FOR OFFICE USE ONLY:***

**RECEIVED BY CURIA OFFICER**. **DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**