

**ARLINGTON SENATUS  
LEGION OF MARY  
VISITATION FORM FOR ATTACHED COUNCILS**

**Council:** \_\_\_\_\_

**Visitors:** \_\_\_\_\_

**Date of Visit:** \_\_\_\_\_ **Number of Members Present:** \_\_\_\_\_

**Officers Present:** \_\_\_\_\_

<b>Y</b>				
<b>E</b>	<b>N</b>			
<b>S</b>	<b>O</b>			<b>NOTES</b>

**MEETING TIME AND PLACE**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Was the meeting place adequate?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the officers come early to set up?            |
| <input type="checkbox"/> | <input type="checkbox"/> | Was the altar and meeting place properly set up? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did each member have an agenda?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did the meeting begin on time?                   |

**ROSARY AND SPIRITUAL READING**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Did members kneel for the rosary?      |
| <input type="checkbox"/> | <input type="checkbox"/> | Do members reverently pray the rosary? |
| <input type="checkbox"/> | <input type="checkbox"/> | Was the spiritual reading suitable?    |
| <input type="checkbox"/> | <input type="checkbox"/> | Did members have their handbooks?      |

**THE MINUTES**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Did the reading of the minutes set a good tone for the meeting? |
|--------------------------|--------------------------|---|

**THE ROLL CALL**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a sign-in sheet or other method of recording attendance?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the attendance percentage reported at the meeting including the number of absent, excused and vacant? |

**ELECTIONS**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | If there was an election, was each nominee nominated and seconded?  |
| <input type="checkbox"/> | <input type="checkbox"/> | If only one nominee, was he elected by acclamation?   |
| <input type="checkbox"/> | <input type="checkbox"/> | If more than one nominee, were scrutineers appointed?   |
| <input type="checkbox"/> | <input type="checkbox"/> | If no nominee received more than a majority of the votes, were proper procedures followed for the re-votes? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did only members of the Council vote?   |

**TREASURER'S REPORT**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Is the Treasurer's report prepared and audible?              |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the records kept neatly and in ink or on a computer?     |
| <input type="checkbox"/> | <input type="checkbox"/> | Are supplies available?                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Are income, expense and contributions to the Senatus stated? |

Council \_\_\_\_\_

Date of Visit \_\_\_\_\_

Y  
E N  
S O

**PRAESIDIUM/COUNCIL REPORTS**

**NOTES**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | How many reports were presented at the meeting?                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there council guidelines for reporting?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Did the praesidium have an annual planning meeting?                  |
| <input type="checkbox"/> | <input type="checkbox"/> | Did the praesidium have an Exploratio Dominicalis?                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are they in compliance with their diocesan child protection program? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there council guidelines for reporting?                          |
| <input type="checkbox"/> | <input type="checkbox"/> | Were goals measurable and attainable?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Were recruiting or extension efforts presented?                      |
| <input type="checkbox"/> | <input type="checkbox"/> | Was there discussion of the report and correction or errors?         |

**COMMITTEE REPORTS**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Was an extension report given?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Was a visitation report given?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the causes of Frank Duff, Adele Quinn and Alphonse Lambe being promoted? |

**THE CATENA**

- |                          |                          |                                 |
|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Was the Catena prayed properly? |
|--------------------------|--------------------------|---------------------------------|

**THE ALLOCUTIO**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Was the Allocutio given on a Legion topic? |
| <input type="checkbox"/> | <input type="checkbox"/> | Was the Allocutio a talk, not a reading?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Who gave the Allocutio?                    |

**OTHER BUSINESS**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Are reports of functions given?                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do the officers report on the Senatus meeting?                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Are announcements made?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do members have an opportunity to make comments or ask questions? |

**OTHER**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Does this Council have monthly officer meetings and an annual planning meeting. |
| <input type="checkbox"/> | <input type="checkbox"/> | Do members kneel for concluding prayers?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Was the complete letter from the Correspondent read and discussed?              |
| <input type="checkbox"/> | <input type="checkbox"/> | Do members seem to understand the Legion system?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Was the president in control of the meeting?                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | Did the officers appear to be prepared for the meeting?                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Do members show respect for each other?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do members participate in discussions?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are the discussions charitable and constructive?                                |
| <input type="checkbox"/> | <input type="checkbox"/> | Do they have a council program to monitor child protection compliance?          |

**PLEASE WRITE A SHORT REPORT ON THE BACK**

