Keystone Guide

The Auxiliary Official Visit Notice

Dear Madam/Mr. President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I look forward to my visit with you and the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I plan to be at your regular business meeting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_.

You will notice that I am allowing an hour prior to the scheduled meeting time to allow for a complete review of the documents listed below. This time gives me a special opportunity to meet you, the Secretary, Treasurer and at least one Trustee – optional but strongly recommended (please ask them to be present).

Madam/Mr. President, please have current books of Secretary and Treasurer present - even if the Secretary and Treasurer are not physically present - along with the following items:

**SECRETARY**

• Minutes book or Three-ring binder of Treasurer’s report and copies of audits. All must be incorporated into the minutes

• A copy of the Bond showing President and Treasurer bonded

• Roll call book

• Folder for newsletters and/or bulletins from current District President

• List of Auxiliary Chairmen

**TREASURER**

• Treasurers workbook

• Treasurers check book

• Receipt book

• Auxiliary seal (may be a stamp)

• Members record book

• Membership Roster showing current transmitted members and Life members

• 990N Filing and when sent to the Dept. Treasurer

**TRUSTEE**

• Folder/binder of Auxiliary audits noting when sent to Dept. Treasurer

Respectfully,

District President

I may be reached by phone at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.