

STATIONED OFFICERS

Commander: _____

Generalissimo: _____

Captain General: _____

Senior Warden: _____

Junior Warden: _____

Prelate: _____

Treasurer: _____

Recorder: _____

Standard Bearer: _____

Sword Bearer: _____

Warder: _____

Sentinel: _____

Guard: _____

Guard: _____

Guard: _____

Use * to denote Officer not present

NOTE Officers listed should be the same as those listed in the current Proceedings of the Grand Commandery of West Virginia.

DISTRIBUTION:

- Grand Commander
- Grand Officers
- Grand Recorder
- Inspector General
- Deputy Inspector for Division
- Commandery Inspected
- Inspection Report Review Committee Chairman

INSPECTION REPORT

of the

GRAND COMMANDERY

of

KNIGHTS TEMPLAR

of the State of

WEST VIRGINIA



Inspection of _____

Commandery No. _____ ***Knights Templar,***

Stationed at _____ ***W. Va.***

Date: _____

Inspecting Officer:

C. FINANCIAL

- 1. Monetary Assets as of previous annual report (_____) \$ _____
 - A. General Fund \$ _____
 - B. Armory Fund \$ _____
 - C. Other \$ _____

- 2. Monetary Assets as of current annual report (_____) \$ _____
 - A. General Fund \$ _____
 - B. Armory Fund \$ _____
 - C. Other \$ _____

- 3. Net Gain or Loss \$ _____
 Explanation: _____

- 4. Current amount of dues (less Eye Assessment) \$ _____
 - 1. Number not paid current dues _____
 - 2. Number in Eye Foundation _____
 - 3. Number of dues remissions _____

- 5. Fee charged for the Orders (Total) \$ _____
 - A. Knighting Fee of Commandery \$ _____
 - B. Armory Fee \$ _____
 - C. Grand Commandery Knighting Fee \$ _____

D. REMARKS

Date

Recorder

SECTION VI - OFFICERS

A. OFFICERS

Officers should be accurate, efficient and impressive in Ritual, Tactics, Manner and Bearing. If an officer is absent from Inspection for reasons beyond his control and this can be vouched for by the Commander or Recorder, and a substitute used in his place, that office will be judged on the work done by the substitute officer. Any position filled by a member of a visiting Commandery should be so noted, and will not be judged.

B. OVERALL PERFORMANCE

- 1. Commander _____
- 2. Generalissimo _____
- 3. Captain General _____
- 4. Senior Warden _____
- 5. Junior Warden _____
- 6. Prelate _____
- 7. Standard Bearer _____
- 8. Sword Bearer _____
- 9. Warder _____

SECTION VII - PUBLICITY

A. PUBLICITY

- 1. Were any efforts made to Publicize this Inspection Yes / No

- D. If so, How ? (Examples: Newspaper or Radio ads, mailings, telephone calls, personal contacts, etc.) _____

SECTION VIII - FINAL EVALUATION

A. EVALUATIONS

- 1. Attendance _____
- 2. Recorder's Records _____
- 3. Required Audits _____
- 4. Asylum, Armory & Equipment _____
- 5. Tactics _____
- 6. Ritualistic Work _____
- 7. Officers _____

SECTION II - RECORDS

A. RECORDER

1. Minutes are up to date and signed Yes / No
2. Ledger and Ledger Cards with Historical Data Yes / No
3. Charter is displayed in Asylum Yes / No
4. Constitution and Statues available (GE and WV) Yes / No
5. Reports filed on time Yes / No

B. AUDITS

1. Were the Treasurer and Recorder record's audited? Yes / No
Date of Audit _____
2. Is Audit a part of the minutes? Yes / No

SECTION III - DEPUTY INSPECTOR GENERAL

Number of Conclaves the Deputy visited during year _____
 Number of rehearsals the Deputy attended during year _____
 Schools of Instruction attended by this Commandery
 during past year _____
 List: _____

SECTION IV - EQUIPMENT

A. ARMORY

1. Number of Coats available _____
2. Number of Chapeaus available _____
3. Number of Belts _____
4. Number of Swords _____

B. EQUIPMENT AND PARAPHERNALIA

1. Order of Red Cross
 - a. Order conferred in Full _____ Short _____ form
 - b. Robes for Officers of Palace available Yes / No
 - c. Candidate's Robe and Sash Yes / No
 - d. Banners (3) Yes / No
2. Order of Malta
 - a. Order conferred in Full _____ Short _____ form
 - b. Robes for Cast available Yes / No
 - c. Candidate's Robe Yes / No
 - d. Banners (7) Yes / No
 - e. Covers for tables (East _____ West _____) Yes / No
 - f. Malta Cross for Candidate Yes / No

3. Order of the Temple

- a. Chamber of Reflection Yes / No
Bible ___ Hour Glass ___ Skull ___ Relics ___
Basin ___ Towel ___ Hoodwink ___
- b. Pilgrimage Yes / No
Pilgrim's Garb ___ Sandals ___ Staff ___ Scrip ___
Hermit's Huts ___ Hermit's Robes ___ Table ___
Chair or Stool ___ Bread & Water ___ Lessons ___
- c. Alter Yes / No
Bible ___ Cross ___ Square ___ Compass ___
Kneeling Cushion ___ Pilgrim Warrior's Sword
and Buckler ___
- d. Triangle Yes / No
Triangle ___ Black Cover ___ Tapers (12) ___
Goblets (12) ___ The Cup ___ Relics ___ Bible ___
Relic Cover ___ Taper for Pilgrim ___ Skull ___
Wine ___ White Robe for Pilgrim ___
- e. Sepulcher and Ascension Scene Yes / No
- f. Prelate's Garb Yes / No
Robe ___ Stole ___ Biretta Bible ___ Cross ___
- g. Baldric and Sword Yes / No
- h. Banners Yes / No
Grand Standard ___ Beauceant ___ American
Flag ___ Stands ___

4. COMMENTS _____

C. RITUALS, TACTICS, OFFICERS HANDBOOKS

1. Record number of Ritual and Manuals opposite each Officer. These must be presented at Recorder's desk prior to Inspection. Record officer's handbook number next to office.

Commander	Recorder
Generalissimo	Std Bearer
Captain General	Swd Bearer
Senior Warden	Warder
Junior Warden	Extra
Prelate	Extra
Treasurer	Extra

2. Receipt for Rituals.

- a. Single sheet signed by officer for ritual Yes / No
- b. Receipt is up-to-date Yes / No