

THE GRAND COMMANDERY OF KNIGHTS TEMPLAR
OF WASHINGTON

DEPUTY INSTRUCTORS INSPECTION REPORT

I made an Official Visit to _____ Commandery No. __ located in the city of _____ on this ___ day of _____ 20__ , and () was or () was not correctly received, conducted the inspection, assumed the East, made appropriate remarks, and closed the Commandery in due form.

1. Total membership? _____ Average attendance? _____ Members present at my visit? _____ Number in uniform? _____ Did the Commandery open in Short Form ___ or use the Full Form Opening _____? How many SK's have memorized their parts in the opening ritual? ___ How many must read their part? _____ Was the Flag presented per Tactics? () yes () no Was there a quorum of nine (9) SK's? () yes () no How many pro tems were utilized? _____ Did this Commandery participate in the last Grand Commander's Workshop? () yes () no Was this Commandery represented in the last Grand Commandery Conclave? () yes () no
2. Does the Eminent Commander have a planned program for the year? () yes () no If no, date he will finalize his program? _____ Number of meetings held so far during his term of office? ___ Has the EC memorized the opening, closing, and reception of the Grand Commander? () yes () no Has the EC the latest Grand Commandery and Grand Encampment Constitutions? () yes () no If no, see that he gets them.
3. Does the Treasurer reconcile the bank statement with the check register each month? () yes () no Are checks signed by two Officers? () yes () no Are all transactions properly recorded: Are incoming monies recorded in a journal; and are check disbursements recorded in a journal, so that income and expenditures are being classified in a consistent manner? () yes () no Savings account \$ _____ Checking account \$ _____ Investments \$ _____ The financial condition is () excellent () good () fair () poor.
4. Does the Recorder submit the annual report as required on time? () yes () no Date last submitted _____ Are the minutes typed, signed, and kept in a satisfactory manner? () yes () no Examine the by-laws: when were they last updated? _____ If over three years ago, should they be updated? () yes () no How many members have been reinstated? _____ Number of petitions awaiting action? _____ Number of candidates awaiting the Orders? ___ Number of creations this year? _____

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5. List which SK can confer which Order? _____

How many SK's have memorized a part? ____ How many still read? ____
Does the Commandery have the required paraphernalia for conferring the Orders?
() yes () no What was the date of the last Knightly conferral? _____
6. Are the Ladies invited to come? () yes () no If no, explain to all that when the Ladies lend their support to the Sir Knights, it enhances the success of the Commandery.
7. The general condition of the Commandery? () excellent () good () fair () poor. And what is your opinion relative to the needs of this Commandery?
8. If you need additional space to answer any of the above items, use the reverse side of the page; and number your response with the same number as the item you are answering.
9. Immediately after your Official Visit, complete and mail to the Grand Commander.

Fraternally submitted,

SK _____, Deputy Instructor in District # ____

