

**DEPARTMENT ARKANSAS**

**DISTRICT COMMANDER POST AUDIT FORM**

**Dist #\_\_\_\_\_\_\_\_ District Commander\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Auditor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Audit Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post #\_\_\_\_\_\_\_\_\_ Post Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**-------------------------------------------------------------------------------**

**Time Meeting Started:\_\_\_\_\_\_\_\_\_\_\_ Started On Time (yes/no)\_\_\_\_**

**Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Facebook:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Did they perform 4 P’s (pledge, prayer, POW, preamble)**
* **Use of a written agenda**
* **Written or recorded meeting for minutes of meeting**
* **Post has orderly meeting using Robert Rules of Order**
* **Members wearing either Legion Garrison cap or ball cap and no veteran or other hats being worn**
* **If the post has a canteen, do they close serving alcohol during business meeting (yes/no)\_\_\_\_\_\_**
* **Do they allow smoking and/or drinking of alcohol in the meeting.**
* **Are Post Officers up front of meeting and prominent**
* **Does post use Post version of Mylegion.org**
* **Does post have internet access (yes/no)\_\_\_\_\_**
* **Could Post use a computer for the Post (yes/no)\_\_\_\_\_\_**
* **Check about a Current Officer Certification via Dept. and if not, have a blank form to hand to Adjutant**
* **Check with Dept. about Post having paid their Child Welfare Fund dues. Then talk to Adjutant or Finance Officer about payment**
* **Refer the Post to the Dept. Website to check about payment of CWF, membership goals, standings in the district and department.**

**Comments: Auditor Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Comments:** |