

Praesidium Visitation Form – Visitors Form

Praesidium: _____
President: _____ Phone #: _____
Meeting Place: _____
Meeting Day and Time: _____
Visitors: _____ and _____
Date: _____ Date of last visit: _____

Visitors: please circle Yes or No for each question. Comment wherever appropriate. It may be necessary to ask the praesidium officers about some of the questions when you meet with them after the meeting.

		Meeting Time and Place	Comments
Yes	No	Is the meeting place adequate?	
Yes	No	Is the altar kept neat?	
Yes	No	Are supplies available?	
Yes	No	Was the president's worksheet prepared?	

The Rosary

Yes	No	Did the meeting begin on time?	
Yes	No	Did members kneel for the rosary?	
Yes	No	Did each member use a rosary?	
Yes	No	Did each member pray the rosary reverently?	

The Spiritual Reading

Yes	No	Was the reading taken from the handbook?	
Yes	No	If supplemented, were Legion-related books or articles used?	
Yes	No	Was the reading of a suitable length?	

The Handbook Discussion

Yes	No	Was a member assigned to lead the discussion?	
Yes	No	Did all members participate in the discussion?	

The Minutes

Yes	No	Are the minutes written neatly in ink or typed?	
Yes	No	Are the minutes complete and written in full sentences?	

Yes No Did the reading of the minutes set a good tone for the meeting?

The Roll Call

Yes No Are the records complete and up-to-date?

Yes No Is attendance at functions and Curia meetings included?

Yes No Do members have legitimate excuses for missing a meeting?

Yes No If members miss a meeting, do they call the vice president?

Yes No Do all members have punctual and regular attendance?

The Treasurer's Report

Yes No Are the records kept neatly in ink?

Yes No Is a Senatus/Comitium/Curia donation given every month?

Yes No Is the November Mass arranged?

The Standing Instructions

Yes No Are the Standing Instructions read by the president the first meeting of the month?

Yes No Are they explained to guests?

The Active Recruiting Report

Yes No Does every member make recruiting contacts regularly? What is the average number of recruiting contacts per week? _____.

The Reports

Yes No Are the reports adequate and audible?

Yes No Do members include the number of calls and contacts, time spent, and the names of the place and the partner in each report?

Yes No If two members worked together, do they divide the report to avoid repetition?

Yes No Were comments made *after* each report, so that there were no interruptions?

Yes No Were reports (and excuses) called for from the members who were unable to do their assignment?

Yes No Did each member use a notebook?

Yes No Were back reports given when a member missed a previous meeting?

Yes No Is attention given to each report by all members?

Yes No Is secrecy kept?

The Catena

Yes No Are members reminded to recite the Catena daily?

The Allocutio

- Yes No Was the allocutio given on a Legion topic?
- Yes No Was the allocutio a talk and not a reading?
- Yes No Was it given by the Spiritual Director, by the president, or a member designated by the president _____?

The Assignments

- Yes No Was specific work assigned by the president?
- Yes No Is substantial work being done?
- Yes No Do members make an effort to spiritualize the assignments?
- Yes No Are religious articles and prayer cards given out on assignments?

Other Business

- Yes No Are reports of functions given?
- Yes No Do officers report on the meeting of the higher council each month?
- Yes No Are announcements made?

Other

- Yes No Do the members seem to understand the Legion system?
- Yes No Do members show concern for the praesidium?
- Yes No Is the president's control of the meeting and the discipline at the meeting satisfactory?
- Yes No Do members show respect for each other?

Other comments, observations, concerns: