



## AMVETS LADIES AUXILIARY DEPARTMENT OF OHIO SERGEANT-AT-ARMS REPORT FORM

Location and Number of Ladies Auxiliary: \_\_\_\_\_

Report Covering Period of: \_\_\_\_\_

	(Check One)	Yes	NO
Do you see that the room is in proper order?	_____	_____	_____
Do you display your Colors at your Meetings?	_____	_____	_____
Do you give the Pledge of Allegiance at Meetings?	_____	_____	_____
Do you escort guest into the Meeting Room?	_____	_____	_____
Do you watch the door and deliver messages during the Meeting?	_____	_____	_____
Do you distribute all Bulletins at Meetings?	_____	_____	_____
Do you help the President maintain order during Meetings?	_____	_____	_____
Do you introduce new members to the membership?	_____	_____	_____
Do you post Colors for special AMVETS Ladies Auxiliary ceremonies?	_____	_____	_____

Your Reports are due and in my hands by these dates:

1<sup>st</sup> Report – November 1 – prior to Mid-Winter Conference

2<sup>nd</sup> Report – May 1 – prior to June Department Convention

Please send reports to Department Sgt-at-Arms

SGT-AT-ARMS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**Submit Report to Current Department Sgt.-at-Arms by May 1<sup>st</sup>.**