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| **CATEGORY** | **QUESTION:** | **ANSWER:** | **ACTION:** | **FOLLOW-UP** |
|  | Are two required meetings held EACH month? |  |  |  |
|  | Is Report of Officers Chosen up to date (Form 185)? |  |  |  |
|  | Is Report of Service Personnel up to date (Form 365)? |  |  |  |
|  | Is Semi-annual Audit submitted by Feb 15 & Aug 15? |  |  |  |
|  | Did the council submit the Fraternal Survey? by 1/31? |  |  |  |
|  | Did the council submit the Program activity reports to Supreme? |  |  |  |
|  | Are other Reports submitted and ON TIME? |  |  |  |
|  | Is the DD copied on ALL Official Correspondence going to the state or Supreme? |  |  |  |
|  | Is an admissions committee established? Is the Chaplain consulted as needed? |  |  |  |
|  | Does the Council use an Engagement Committee? Is it effective? |  |  |  |
|  | Are the council Youth Protection requirements completed by July 31? |  |  |  |
|  | Is program structure proper? |  |  |  |
|  | Does GK attend required state and district meetings? |  |  |  |
|  | Does GK follow current script for monthly council meeting? |  |  |  |
| **By-Laws** |  |  |  |  |
|  | When were the council by-laws last approved? |  |  |  |
|  | Are dues collected in accordance with Council By-Laws? |  |  |  |
|  | Are ALL CHAIR Officers attending MOST meetings? |  |  |  |