



Most Worshipful Prince Hall Grand Lodge

Free and Accepted Masons, State of California, Inc.

Location of Grand East

9027 S. Figueroa St., Los Angeles, California 90003-3229

(323) 242-2393 Office – (323) 754-2930 Fax



M.W. Grand Master
Dr. Donald R. Ware

R.W. Grand Secretary
Billy G. Harrington

District Deputy Grand Master Official Visit Report Form:

Lodge #

Address

City

Zip Code

Lodge Phone

Is the Lodge meeting on a Prince Hall owned property? Yes ☐ No ☐

If no, what is the meeting location?

What is the total Lodge membership? How many were present at the meeting?

The Official Visit was held on which meeting? Stated ☐ Intermediate ☐

How many officers were present at opening? Number Absent Number late

Was the Lodge Proficient during the opening? Yes ☐ No ☐

Individual Officer Proficiency during the Opening:

WM.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>
SW.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>
JW.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>
Trea.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>
Sec.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>
Chap.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement	<input type="checkbox"/>

Was a Degree conferred? ☐ No ☐ If yes, which Degree?

Was the Lodge Proficient in the Degree? Yes ☐ No ☐

Were Petitions checked for correct entries? Yes ☐ No ☐

Was Initiation fee paid? Yes ☐ No ☐ Amount Paid in advance? Yes ☐ No ☐

Have appropriate fees been forwarded to the Grand Lodge? Yes ☐ No ☐

14. How much is the Membership Dues: Monthly <input style="width: 50px;" type="text"/> Annual <input style="width: 50px;" type="text"/>	
15. Were any assessments paid? Yes <input type="checkbox"/> No <input type="checkbox"/> How much? <input style="width: 50px;" type="text"/>	
What was the purpose? <input style="width: 600px;" type="text"/>	
(Other than Grand Lodge Taxes) <input style="width: 530px;" type="text"/>	
LODGE MINUTES	
16. Is balloting on candidates in the minutes? Yes <input type="checkbox"/> No <input type="checkbox"/>	
17. Was the candidates' proficiency recorded in the minutes? Yes <input type="checkbox"/> No <input type="checkbox"/> On the petition?	
(Candidate proficiency for advancement may be made during an Intermediate meeting)	
18. Were the minutes of the Lodge recorded in ink, in a bound book, with numbered pages? Yes <input type="checkbox"/> No <input type="checkbox"/>	
19. Did the minutes have the signatures of the Worshipful Master and Secretary? Yes <input type="checkbox"/> No <input type="checkbox"/>	
20. Were all listed bills paid individually, by order of the Worshipful Master, supported by a proper motion, seconded and carried? Yes <input type="checkbox"/> No <input type="checkbox"/>	
21. Did the Lodge have the following required record books? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Bound Minute Book <input type="checkbox"/> Secretary Scratch Notebook <input type="checkbox"/> Bookkeeping Ledger <input type="checkbox"/> Duplicate receipt Dues Book <input type="checkbox"/> Warrant Book <input type="checkbox"/> Check Book <input type="checkbox"/>	
Auditors Report File	
Was a copy of the Audit report copy sent to the Grand Master? Yes <input type="checkbox"/> No <input type="checkbox"/>	
22. Did the Lodge have the required "A File" items? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Grand Master and Grand Lecturer's Itinerary <input type="checkbox"/>	
Constitution <input type="checkbox"/> Insurance Report <input type="checkbox"/> Membership Report <input type="checkbox"/> Membership List <input type="checkbox"/>	
Worshipful Master <input type="checkbox"/> Report to G.L <input type="checkbox"/> Lodge By-Laws <input type="checkbox"/> Growth Management Book <input type="checkbox"/>	
Ritual <input type="checkbox"/> Protocol Book <input type="checkbox"/> D.D.G.M. Handbook <input type="checkbox"/> Publications List <input type="checkbox"/> Journey into Light <input type="checkbox"/>	
Reporting Deadlines <input type="checkbox"/> Audit Book <input type="checkbox"/> Mackey Jurisprudence <input type="checkbox"/> Worshipful Master Assistant Secretary/Treasurer Workbook <input type="checkbox"/> Emergency Data File <input type="checkbox"/> Widows and Bereaved Families Book <input type="checkbox"/>	
Previous Years Grand Lodge Proceedings <input type="checkbox"/> Dispensation Policy <input type="checkbox"/> Charity and Benevolence Policy <input type="checkbox"/>	
23. List all Bank Accounts, Investment accounts and Social Club accounts	
Type <input style="width: 520px;" type="text"/>	IRS-No. <input style="width: 150px;" type="text"/>
Account Balance(s)	
Checking <input style="width: 150px;" type="text"/>	Savings <input style="width: 150px;" type="text"/> Scholarship Fund <input style="width: 150px;" type="text"/>
Social Club <input style="width: 150px;" type="text"/>	Youth Council <input style="width: 150px;" type="text"/>
Three signatures are required on all accounts, the Worshipful Master must be one.	
24. What are the sources of Lodge income other than dues and/or assessments?	
<input style="width: 780px; height: 30px;" type="text"/>	

25. Has a Budget been prepared and approved by the Lodge? Yes <input type="checkbox"/> No <input type="checkbox"/>					
26. Are the Officers bonded? Must be with Grand Lodge Yes <input type="checkbox"/> No <input type="checkbox"/>					
27. A Post Office Box is required for Lodges meeting in other than a Prince Hall owned Lodge Halls Does the Lodge have a P.O Box? Yes <input type="checkbox"/> No <input type="checkbox"/>					
P.O. Box Number:		City:		Zip code	
28. Does the Lodge have a Safety Deposit Box? Yes <input type="checkbox"/> No <input type="checkbox"/>					
29. Describe the Worshipful Master's Programs and scheduled activities:					
30. Good of the order: Include any constructive remarks on any phase of the Grand Lodge Program, it's elected or appointed officers.					
31. Was the Lodge Proficient during the closing? Yes <input type="checkbox"/> No <input type="checkbox"/>					
32. Individual Officer Proficiency during the Closing:					
WM.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
SW.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
JW.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
Trea.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
Sec.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
Chap.	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Needs Improvement <input type="checkbox"/>
33. District Deputy Grand Master Observations and Recommendations					
This report must be signed by the Worshipful Master, the Lodge Secretary and the District Deputy Grand Master. The Seal of the Lodge must also be attached or stamped.					
Worshipful Master			R.W. District Deputy Grand Master, District #		
Seal					
Lodge Secretary			Date of Official Visit		
Report shall be made out in triplicate; the original, after obtaining the required signatures, to the Right Worshipful Deputy Grand Master "A" copy shall be sent to the Right Worshipful Grand Lecturer and to the Lodge for its records. The District Deputy Grand Master should also keep a copy for his records. Portions of the report may be completed prior to meeting; The Worshipful Master of the Lodge should read the completed report in the Lodge.					
Attachments		cc: R.W. Grand Lecturer, Brian J. Macon			

