

DISTRICT DEPUTY GRAND MASTER'S FUNCTIONAL CHECKLIST FOR LODGES

NAME OF LODGE

DATE OF VISITATION

The District Deputy Grand Master will complete this form on each official visitation to a Lodge. A copy will be given to the Worshipful Master of the Lodge and a copy attached to the Deputy's report to the Grand Master.

YES or NO

Was the Lodge open on time? _____

Were all officers present? _____

Was the Lodge open without the ritual? _____

Were the members masonically dressed? _____

Were the Constitution & Monitor displayed on the altar? _____

Was the Lodge charter on display? _____

Was the U.S. Flag on display in the East? _____

Were the Three Great Lights displayed properly? _____

Did the Worshipful Master have an agenda to follow? _____

Were the Lodge's minutes read and approved by the craft? _____

Did the Secretary read all correspondences/bills? _____

Did the Treasurer read the financial reports? _____

Does the Lodge have an approved budget on file for the year _____

Does the Lodge have an approved calendar of events? _____

Does the Lodge have an current copy (IRS Form 990EZ)? _____

Does the Lodge have a current copy of their Per Capita Taxes? _____

Does the Secretary have a copy of the Grand Secretary's _____

Workshop manual on hand? _____

Does the Secretary have all required books, receipts, ect.?

Does the Treasurer have all required books, receipts, ect.?

Has Lodge paid all Grand Lodge Assessments (Jan & Sept)?

Has the Lodge paid all per capita taxes to date?

Has the Lodge paid the Grand Lodge Building Fund
Assessment?

Does the Lodge collect fraternal assistance at each meeting?

Did the Worshipful Master provide Masonic instructions?

Have the Worshipful Master and Wardens attended the
Leadership forum given by the Grand Lodge?

Does the Lodge provide each newly raised Master Mason
with the following:

Standard New Mexico Apron _____

Constitution & By-Laws _____

New Mexico Ritual _____

New Mexico Monitor _____

Certificate of Membership _____

Small Bible _____

Does the Lodge have a degree team?

Can the Lodge perform the burial ceremony?

Did the Lodge close in due form?

DISTRICT DEPUTY GRAND MASTER