



**NY State Elks Association**  
**Vice President Report of Lodge Visit**

This report is to be filled out no later than seven (7) days following a Lodge visit and mailed to:

**PHIL HOLOWACZ, SP • 170 HOLOWACZ RD • UNADILLA NY 13849**  
(H) 607-369-7225 • Email: holowacz@frontiernet.net

A copy should be sent to:

**Hon. PGER Bristol, Hon. PGER Affatato, your Past President of Jurisdiction, the State Secretary, and a copy should be placed in the Lodge File.**

Addresses are on reverse.

Lodge: \_\_\_\_\_ No.: \_\_\_\_\_ ER: \_\_\_\_\_

\*\*\*Date: \_\_\_\_\_ Attendance: \_\_\_\_\_ Secretary: \_\_\_\_\_

Initiated so far this year: \_\_\_\_\_ Delinquent as of this visit: \_\_\_\_\_  
Are all officers participating in the Officers Training Program? \_\_\_ YES \_\_\_ NO How Many? \_\_\_\_\_

If not, why? \_\_\_\_\_  
*THESE FIGURES WILL BE COMPARED TO THE TEST REPORT OF THE STATE CHAIRPERSON*

What is the physical condition/appearance of the Lodge: EXTERIOR: \_\_\_\_\_ BAR: \_\_\_\_\_

MEETING ROOM: \_\_\_\_\_ REST ROOMS: \_\_\_\_\_ KITCHEN: \_\_\_\_\_ GROUNDS: \_\_\_\_\_  
*P Poor F Fair G Good E Excellent*

Does the Lodge make a good appearance and reflect a commitment to the community? \_\_\_ YES \_\_\_ NO

Is the Lodge participating in the Elks National Foundation? \_\_\_ YES \_\_\_ NO

Does the Lodge have an active Major Projects Program? \_\_\_ YES \_\_\_ NO

Does the Lodge request ENF and Major Projects contributions with their Dues Notices? \_\_\_ YES \_\_\_ NO

**Stress the importance of Lodge and District Coordinators sending in donations in a timely manner.**

Are the Liquor License and Federal Tax Stamp properly displayed? \_\_\_ YES \_\_\_ NO

Did you actually see them? \_\_\_ YES \_\_\_ NO

\*\*\*Officers actually present for your visit: \_\_\_ ER \_\_\_ ELdgK \_\_\_ ELOYK \_\_\_ ELECTK \_\_\_ SEC'Y \_\_\_ TREAS  
\_\_\_ ESQUIRE \_\_\_ TILER \_\_\_ IGUARD \_\_\_ CHAP TRUSTEES \_\_\_ 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5

\*\*\*List Lodge Committee Chairpersons present: \_\_\_\_\_

Does the Lodge budget include funding the Exalted Ruler for the Grand Lodge Convention? \_\_\_ YES \_\_\_ NO

For the State Convention? \_\_\_ YES \_\_\_ NO Fall Conference? \_\_\_ YES \_\_\_ NO

Does Lodge fund Sec'y attendance at State Convention? \_\_\_ YES \_\_\_ NO Fall Conference? \_\_\_ YES \_\_\_ NO

Does the Lodge have a Bell Jar License? \_\_\_ YES \_\_\_ NO If so, did you see the license? \_\_\_ YES \_\_\_ NO

The Lodge is \_\_\_ financially stable. \_\_\_ barely getting by month to month. \_\_\_ using cash reserves to pay bills.

Do you think this Lodge is a candidate for merger with a neighboring Lodge? \_\_\_ YES \_\_\_ NO If YES, which

Lodge would be a likely partner in a merger? \_\_\_\_\_ No. \_\_\_\_\_

Is the current Lodge Secretary registered and identified as Secretary with the NYSEA Emailing list at **nyselks.org** OR if the Secretary doesn't have email capabilities, has another Lodge member with an email account been authorized to register as Secretary-Proxy and receive messages on his/her behalf? \_\_\_ Y \_\_\_ N  
If No, indicate to the Secretary & ER that the Association has asked that all Lodge Secretaries or their proxy register and be identified for the purpose of improving communications from the Association to the Lodges.

**VICE PRESIDENT'S SIGNATURE:** \_\_\_\_\_

♦ Please use another sheet to add any pertinent information, observations and/or recommendations you wish to make. ♦

\*\*\*List information based on your official Lodge Visitation, not the Lodge Audit if that audit is held at a different time & date.

*It is important that you make copies of your report (use Lodge photocopier if needed) and*

***Send a copy of each Lodge Report to the following:***

**Hon. Leonard J. Bristol, PGER  
PO Box 10  
Rainbow Lake NY 12976**

**Hon. Peter T. Affatato, PGER  
1055 Stewart Ave.  
Bethpage NY 11714**

**Phil Holowacz, State President  
170 Holowacz Rd  
Unadilla NY 13849**

**Paul Erkinen - State Secretary  
33 Holcomb Rd.  
Averill Park NY 12018**