

BRANCH REPORT FORM

This form is very important and must be signed by a member of the Branch Executive as it provides insight into the operations within each Branch. Every attempt should be made to cover each item on the form as accurately as possible.

Special consideration should be given to Poppy items 4, 5 and 10, Sports item 1 (with some comments if "No"), Financial items 2, 3 and 4, all Meetings items with comments, Building and Grounds items 1 and 2 as well as all General items.

Any items of concern should be added if not specifically covered.

BRANCH REPORT FORM

BRANCH NAME: _____ **BRANCH NO.:** _____

DATE OF REPORT: _____

POPPY

1. Was Poppy Campaign carried out? Yes No Number of people involved _____

2. Does the Branch have a Poppy Chairman? Yes No Name _____

3. Was it considered a success? Yes No

4. Was Poppy Trust Fund Statement sent to Alberta-N.W.T. Command? Yes No

Date Sent _____

5. Does the Branch prepare a separate "Poppy Fund" Financial Report?
(as per AB-NWT Bylaw 601C) Yes No

6. Was a Memorial Church Service held? Yes No

7. Was a Memorial Cenotaph Service held? Yes No

8. Does the Branch have "Remembrance Speakers" for Schools, etc.? Yes No

9. Were local Schools contacted regarding Literary and Poster Contest?
Yes No

10. Number of entries in each category received for above contest : (Attach List of all Entries at Branch Level in each category.) _____.

11. Does the Branch present certificates or prizes to the winning entries?
Yes No

12. Comments: _____

SPORTS

1. Does Branch participate in Legion sports program? Yes No
- Darts: Yes No Cribbage: Yes No Curling: Yes No
- Golf: Yes No Shuffleboard: Yes No
- 8-Ball Pool: Yes No Euchre: Yes No

2. Comments: _____

CANTEEN (BAR) OPERATIONS

1. Does the Branch operate a Bar? Yes No
2. Days and hours of operation _____
3. Is "staff" courteous and well dressed? Yes No
4. Comments: _____

FINANCIAL

1. Does the Branch have a Treasurer? Yes No Name _____
2. Does the Branch prepare and present a monthly Financial Statement?
Yes No
3. Has the "Year End" Financial Statement been sent to Alberta-N.W.T. Command as per
Alberta-N.W.T. Command Bylaw 601D? Yes No
4. Does the Branch have an "Audit Committee" (Dominion Bylaw 617) Yes No
5. Does the Branch maintain a physical inventory of its moveable property?
Yes No
6. Is the inventory marked for identification? Yes No
7. Is there inventory control in place? Yes No
8. Comments: _____

MEETINGS

1. Are "Colours" marched on and off? Yes No
2. Are Opening Ceremonies carried out? Yes No
3. Is an "Agenda" prepared in advance? Yes No
4. Are "Initiation Ceremonies" carried out? Yes No
5. Are "Guest Speakers" used? Yes No
6. Are "Legion Rules of Procedure" followed? Yes No
7. Are "Closing Ceremonies" carried out? Yes No
8. Are Meetings conducted in a "professional manner"? Yes No
9. Comments: _____

BUILDING AND GROUNDS

1. Does the Branch own their own building? Yes No
2. Does the Branch have the Command Directors' Insurance? Yes No
3. Covered by Fire Insurance? Yes No
4. Comments: _____

GENERAL

1. Does the Branch have representatives attend L & D Seminars? Yes No
2. Does the Branch have representatives attend Membership Seminars? Yes No
3. Does the Branch hold Honours and Awards "Nights"? Yes No
4. Does the Branch produce a "Newsletter"? Yes No
5. Does the Branch have 'Branch Bylaws'? Yes No
6. Date Bylaws approved. _____
7. Comments: _____

Branch Position _____ Signature _____