



AMVETS Ladies Auxiliary  
Ohio Department

**SGT-AT-ARMS REPORT FORM**

Auxiliary Name and Number: \_\_\_\_\_

Mid Year or Annual Report: \_\_\_\_\_

	Check One	Yes	No
Do you see that the room is in proper order?		_____	_____
Do you display your colors at your meeting?		_____	_____
Do you give the Pledge of Allegiance at meetings?		_____	_____
Do you escort guests into the meeting room?		_____	_____
Do you watch the door and deliver messages during the meetings?		_____	_____
Do you distribute all bulletins at meetings?		_____	_____
Do you help the President maintain order during meetings?		_____	_____
Do you introduce new members to the membership?		_____	_____
Do you post Colors for special AMVETS Ladies Auxiliary ceremonies?		_____	_____

Your reports are due and in my hands by these dates:

Mid Year Report: November 1<sup>st</sup>      Annual Report: May 1<sup>st</sup>

Please send reports to the Department Sgt-at-Arms.

Local Sgt-at-Arms Name: \_\_\_\_\_

Address: \_\_\_\_\_

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