

The Grand Holy Royal Arch Chapter of Pennsylvania Visitation Report

This report is to be mailed to the Chapter Grand Secretary within 10 days of the visit. The Grand Secretary will distribute the report the Grand Officers.

Report of visit to: _____ RAC # _____ at _____ District # _____
on (date) _____.

Chapter Meeting

- Chapter opened at: _____ closed at: _____
 Was Pledge of Allegiance said?
 Was Altar Ceremony properly performed?
 Was Closing Charge given?
 Was the Closing Charge read?
 Was Chapter opened and closed w/o manuals?
- In attendance:
Officers _____ all in Masonic Dress (y/n) _____
Chairs filled _____ # Empty chairs _____
PHPs present _____
Members present _____ # Visitors present _____
Total # Members + Visitors present _____
- General conduct of meeting _____
Was M.E.H.P. in control? (y/n) _____
- Petitions: # Presented _____
Read _____
Approved in work _____
- Did the Membership Chairman or other Companion give a report? (y/n) _____
- Was there a Conferral? (y/n) _____. If yes:
- What Degree? _____
- Did the Chapter Officers confer the degree? (y/n) _____
- If not, who? _____
- Were manuals used during the Conferral? (y/n) _____
- What was the program? _____

Membership (y/n)

- Does the Chapter have a membership goal?
- Is there a program to attain this goal?
- Is there a Membership Committee?
- Is the Committee active?
- Were suspended members contacted for reinstatement?

Checklist (y/n)

- Do Officers attend School of Instructions?
- Do Officers accompany D.D.G.H.P. on official visits?
- Has the King (M.E.H.P.-elect) submitted a program for his year?
- Did the Officers-elect attend the D.D.G.H.P. District orientation?
- Are the Capitular degrees exemplified at least once a year?
- Was the D.D.G.H.P. furnished with a financial forecast?
- Do elected officers attend Quarterly Communications of Grand Chapter?
- Do the Officers attend their Symbolic Lodge regularly?
- Has the M.E.H.P. received the Order of High Priesthood?
- Was the Annual Audit submitted by March?
- Are all manuals in good repair and accounted for?
- Was the Manual report submitted by March 15?

Chapter Lodge and Inventory (y/n)

- Do the correct number of items exist:
 - 1 Genuine Mark
 - 2 Triple Triangles
 - 1 Manual of Installation of a M.E.H.P.
 - 2 M.E.H.P. Manuals
 - 3 Copies of the Chapter Constitution
 - 1 Digest of Decisions manual
- Was Chapter Hall:
 - Clean?
 - In good repair? (If not, comment.)
- Was regalia:
 - Clean?
 - In good repair? (If not, comment.)
- Were the following books examined and current?
 - Secretary's Minute book
 - Book of Marks

Comments: (Place comments on a separate page)

D.D.G.H.P. Attested: _____
Revised April 1, 2001