



**AMVETS LADIES' AUXILIARY
LOCAL SERGEANT AT ARMS SERVICE REPORT**

Local Auxiliary Name and Number _____

Sgt At Arms Name _____

Sgt At Arms Phone _____

Sgt At Arms Email _____

Reporting Period _____ to _____

Please answer the following questions

	YES	NO
Do you see that the meeting room is in proper order?		
Do you display the colors at your meeting?		
Do you lead the Pledge of Allegiance at your Meeting?		
Do you escort guests into your meeting?		
Do you ensure that guests/members do not break meeting colors?		
Do you watch the door and deliver messages into your meeting?		
Do you distribute bulletins and paperwork in your meeting?		
Do you help the President maintain order during your meetings?		
Do you introduce new members to the membership?		
Do you post colors for special AMVETS Ladies Auxiliary ceremonies?		
Do you inform new members of proper meeting etiquette?		

THIS REPORT IS DUE: November 1st (Mid-Year) and May 1st (Annual)

Submit your report to Current Ohio Department Sgt At Arms – **not National**

Current Department Officers can be found online at amvetsohioauxiliary.org