

# GRAND ROYAL ARCH CHAPTER OF TEXAS

## District Deputy Grand High Priest

### Official Visit Report Form

Must be submitted electronically to Grand Secretary within 10 days after visit: [GRACTX@aol.com](mailto:GRACTX@aol.com)

**District No.:** \_\_\_\_\_ **Chapter No.:** \_\_\_\_\_ **Date of Visit:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

#### **Legal Requirements:**

1. Has the Chapter met at least quarterly for the last twelve months? Yes ☐ No ☐ [Art. C-062]  
If not, why not? \_\_\_\_\_
2. Did the Chapter open with nine? Yes ☐ No ☐  
Without books (except prompter)? Yes ☐ No ☐ [Art. B-099.1]
3. How many installed officers were present and in their stations? \_\_\_\_\_
4. Were the officers proficient in the ritual and conduct of the meeting? Yes ☐ No ☐
5. Were you officially received as a DDGHP? Yes ☐ No ☐
6. Were all minutes signed by the High Priest or presiding officer? Yes ☐ No ☐ [Art. C-101 (3)]
7. Were Annual Returns submitted by August 1<sup>st</sup>? Yes ☐ No ☐ [Art. C-102]
8. Was the Minimum Audit Form submitted by September 15<sup>th</sup>? Yes ☐ No ☐ [Art. C-055]
9. Was the IRS Form 990 submitted by November 15<sup>th</sup>? Yes ☐ No ☐ [Art. C-101 (8)]
10. Did the Chapter present a program on the TMRC? Yes ☐ No ☐ [Art. C-096 (11)]

#### **Desired Activities:**

11. Does the Chapter have an approved budget? Yes ☐ No ☐
12. Does the Chapter Treasurer report actual expenses relative to the budget with each Treasurer's Report? Yes ☐ No ☐
13. Have the officers attended the Leadership Development Program? Yes ☐ No ☐
14. Do the officers meet to plan meeting agendas and activities? Yes ☐ No ☐

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15. Has the Chapter held a family or social activity this year? Yes ☐ No ☐
16. Has the Chapter sponsored a community engagement project this year? Yes ☐ No ☐
17. Does the Chapter have a York Rite marketing program to make others aware of their existence, programs, activities and membership opportunities? Yes ☐ No ☐
18. Have the officers attended the annual School of Instruction in Waco or a local School? Yes ☐ No ☐
19. Has the Chapter hosted a local School of Instruction this year? Yes ☐ No ☐
20. Does the Chapter or District have a designated Instructor? Yes ☐ No ☐
21. Can the Chapter confer the degrees without outside assistance?

Mark Master Yes ☐ No ☐

Past Master Yes ☐ No ☐

Most Excellent Master Yes ☐ No ☐

Royal Arch Yes ☐ No ☐

**Zerubbabel Award:**

Completed all 10 Legal Requirements? Yes ☐ No ☐

Completed at least 6 of the 11 Desired Activities? Yes ☐ No ☐

If both answers are YES, the Chapter qualifies for the Zerubbabel Award.

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DDGHP Signature

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DDGHP Printed Name

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**Recommendations for Future:**

(Please Print)

By DDGHP: \_\_\_\_\_

Print Your Name

**For District Deputy:**

**District No.:** \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

**For Grand Chapter Committee Member:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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