



Grand Lodge of Maine AF & AM Official Form No 1

The District Deputy's Report for 2022-2024

Date: _____ **Lodge:** _____ **District:** _____

Chartered Location _____

	Yes	No
Was the Charter or Certificate of Charter available for inspection? Condition? Good <input type="checkbox"/> Fair <input type="checkbox"/> Needs Repair <input type="checkbox"/> (Sec. 128-III)	<input type="checkbox"/>	<input type="checkbox"/>
Was the Lodge represented at the last Annual Communication? By Officers? <input type="checkbox"/> Proxy? <input type="checkbox"/> (Sec. 2.2-1)	<input type="checkbox"/>	<input type="checkbox"/>
Was the last Annual Return filed on time? (Sec. 75.1) Date: _____ Per Capita Included? Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was the Lodge History filed on time? (Sec.75.3)	<input type="checkbox"/>	<input type="checkbox"/>
Was Certificate of Election filed immediately after Installation either electronically or submitting Form 25? (Sec.75.4)	<input type="checkbox"/>	<input type="checkbox"/>
Was an Official Form 7 attached to each Petition for Degrees & Application for Affiliation before being assigned to the Committee of Inquiry? (Digest of Decisions – Committee on Inquiry)	<input type="checkbox"/>	<input type="checkbox"/>
Does the Lodge update the Grand Lodge Database on a regular basis? Official Form 15? <input type="checkbox"/> Groupable/M2 electronic database? <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the Lodge open for at least 9 consecutive Stated Meetings during the Masonic year? (Sec. 78.2/77.1) If not, how many? _____ How many with a quorum? _____	<input type="checkbox"/>	<input type="checkbox"/>
Did the Lodge demonstrate their ability to convey the Masonic Tenets, Virtues, Morals, and Insights contained in the Ritual in a manner intelligible to the candidate?	<input type="checkbox"/>	<input type="checkbox"/>
Did each new Master Mason receive a diploma and dues card at the time of Raising? (Sec. 91)	<input type="checkbox"/>	<input type="checkbox"/>
Did each new member sign the By-Laws when they were raised or affiliated with the Lodge?	<input type="checkbox"/>	<input type="checkbox"/>
Were members suspended for NPD notified of possible suspension by letter or personal contact? (Sec. 58) Attach a copy of documentation.	<input type="checkbox"/>	<input type="checkbox"/>
Were the books of the Secretary present and reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Were the books of the Treasurer present and reviewed?	<input type="checkbox"/>	<input type="checkbox"/>
Are bills approved by the Committee on Finance and/or lodge vote before being paid?	<input type="checkbox"/>	<input type="checkbox"/>
Are accounts of the Lodge audited annually by the Finance Committee?	<input type="checkbox"/>	<input type="checkbox"/>
Are the annual reports of the Lodge spread in full upon the records?	<input type="checkbox"/>	<input type="checkbox"/>
Does the Lodge have a current copy of the "List of Lodges, Masonic", otherwise known as the Tyler's Book. (Sec. 92.1) If yes, current within 3 years?:	<input type="checkbox"/>	<input type="checkbox"/>
Have there been changes to the by-laws during the past year? (Sec. 83)	<input type="checkbox"/>	<input type="checkbox"/>
Were changes to the by-laws approved by the Grand Master? (Sec. 83)	<input type="checkbox"/>	<input type="checkbox"/>
Does the Lodge have four (4) copies of the Maine Masonic Code?	<input type="checkbox"/>	<input type="checkbox"/>



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Lodge: _____ **Lodge No:** _____

Date: _____ **Tax ID:** _____

Last Form 990 Filing Date: _____

Attendance		
Was the Master present in the East?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Number of meetings held during the year		
Average Attendance		
Number of meetings attended by:		
• Master		
• Senior Warden		
• Junior Warden		
• Treasurer		
• Secretary		
Financial		
Has the Lodge Insurance Invoice been paid for the previous year?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Has the Building Association Insurance Invoice been paid for the previous year? (If there is no building association, mark N/A)	Y <input type="checkbox"/>	N <input type="checkbox"/> N/A <input type="checkbox"/>
Are all Grand Lodge invoices paid in full?	Y <input type="checkbox"/>	N <input type="checkbox"/>
Fees for Degrees (the amount the candidate pays)	\$	
Lodge Dues per year	\$	
If not tracked in Groupable/M2 please answer Dues questions below:		
The amount of Dues owed to the Lodge by delinquent members:		
• Owes annual dues	\$	
• Owes over one year	\$	
• Owes two years or more	\$	
Do the Secretary and Treasurer's records reflect MMCF matching grants received and paid out with the lodge contribution portion. (DDGM contact Grand Lodge for info on grants used by the lodge)	Y <input type="checkbox"/>	N <input type="checkbox"/>
Building		
Hall owned by:		
If a Masonic Building Association:		
• Corporate name:		
• Form 990 filing date:		
• Taxpayer ID:		



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Inspected by: _____

District: _____ Date: _____

Activities the lodge has done during the year

Estimated total volunteer hours per month (for all lodge brethren) _____

Type of Activity <i>[fundraiser/community event]</i>	Month(s) <u>it took place</u>	Purpose/ Beneficiary <i>[examples; Youth Activity/Cancer Society]</i>
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Lodge: _____ No. _____

District _____ Official Visitation on _____, 20____

LODGE RITUAL ASSESSMENT

OVERALL EVALUATION OF THE RITUAL, PRESENTATION AND RELATED EDUCATION

Ritual _____ Floor Work _____ Education _____ OVERALL Rating _____

Needs Improvement (1 – 3)	Average (4 – 7)	Strong (8 – 10)
<p>Ritual generally delivered by line officers without feeling and with numerous errors and frequent prompting</p> <p>Past Masters or guest officers often fill in by holding primary offices during the first section and by delivering lectures and charges</p> <p>Candidates are not instructed in the meaning of the ritual or its application to their lives</p> <p>The Lodge does not have an Education officer, and does not use the Ritual Instructor's Manual, Pollard Plan booklets and candidate instructional videos</p>	<p>Ritual generally delivered by line officers with some errors and prompting</p> <p>Past Masters or guest officers occasionally fill in by delivering lectures</p> <p>The Lodge regularly uses at least one of: the Ritual Instructor's Manual, Pollard Plan booklets or candidate instructional videos</p> <p>Education officer not assigned but Lodge officers and members strive to provide a moderate level of ritual related education</p>	<p>Ritual is delivered by line officers with great feeling and minimal errors or prompting</p> <p>The source and meaning of sections of the ritual, and their application to a Mason's life are regularly explained when holding candidate lessons and during Lodge meetings</p> <p>The Lodge has an Education officer, and uses the Ritual Instructor's Manual, Pollard Plan booklets and candidate instructional videos</p>

I have observed _____ degree presentations during the past year. The work has generally been rated as:

Needs Improvement Average Strong

The Lodge has invited the District Ritual Instructor to the Lodge for ritual instruction and education _____ times during the term of the current Master / during the past 12 months.

Rating based upon the following observations

_____ DRI