

# Sample Official Visit Letter

August 25, 2014

Regarding: Grand Parlor Official Visit

Mr. Wayne Warden, RS  
Guadalupe Parlor #231  
38 Canada Cove Avenue  
Half Moon Bay, CA 94019

Dear Brother,

Grand President Tim Tullius has given me the honor of being your visiting Grand Officer this year. In accordance with our telephone conversation, I will make my Official Visit to your Parlor on Tuesday, November 4<sup>th</sup>, 2014 at 10:00 am.

This visit will enable me to make a complete report to the Grand Parlor on the condition of your Parlor. Together at this meeting, we will review your key books, reports, and records as well as those maintained and completed by the other Book Officers.

Enclosed are the following:

1. A self addressed, stamped postcard for you to use to confirm the date of my visit.
2. An Official Request for Information; please complete this form with all necessary signatures prior to my visit. We will review it together and I will fill in my portion along with comments, sign it and send it to the Grand Parlor. You are encouraged to send me a completed hard or electronic copy prior to my visit.

On the day of my visit, the Book Officers should have the following books and documents available:

Recording Secretary:

1. Official Minute Book
2. Official Roll Call Book showing all Parlor Members (computer list is acceptable)
3. Copy of last Semi-Annual Report filed by your Parlor

4. Copies of Trustees quarterly reports (if any)

Financial Secretary:

1. Financial Secretary's Cash Book
2. Members Ledger
3. Delinquent Notice Book
4. Bank Statement for all accounts held in the name of your Parlor, or any associated accounts

Treasurer:

1. Treasurer's Cash Book

I am very pleased to have your Parlor as one of my visits this year, and I look forward to meeting with you and the members of Guadalupe Parlor on Tuesday, November 4<sup>th</sup>, 2014. Please feel free to contact me at (530) 333-3210 or at [jschmidt.p91@gmail.com](mailto:jschmidt.p91@gmail.com) if you should have any questions, or if any conflicts should arise with the scheduled date.

In Friendship, Loyalty and Charity

Jeffrey A. Schmidt  
Grand Marshal (2014-2015)  
Native Sons of the Golden West

Enclosures (2)

Electronic copy sent to:

Tim Tullius, GP  
Paul Lapachet, G2VP  
GS James M. Riley, PGP  
Don Schaffer, GTr.  
Robert Lapachet, GOS  
Joseph Ursino, PGP  
Mervyn J. Fauss, PGP  
Dennis McLaughlin, SDDGP  
Al Tenbruggencate, DDGP