



**Grand Royal Arch Chapter**  
*of the State of Illinois*

**DISTRICT DEPUTY GRAND HIGH PRIEST  
OFFICIAL VISIT REPORT**

It is important that the Grand Chapter have an up-to-date report on the health and status of every Chapter. Use this form when making your official visit to your Chapters. Complete it with BOTH the Chapter's High Priest and Secretary. Return a copy to the MEGHP and REDGHP and retain one copy for your records.

District Deputy Name \_\_\_\_\_ District No. \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Chapter Name \_\_\_\_\_ Chapter No. \_\_\_\_\_

Temple Address \_\_\_\_\_

High Priest Name \_\_\_\_\_

High Priest Phone No. \_\_\_\_\_ High Priest Email \_\_\_\_\_

Secretary Name \_\_\_\_\_

Secretary Phone No. \_\_\_\_\_ Secretary Email \_\_\_\_\_

Date of the Visit \_\_\_\_\_ Time of the Visit \_\_\_\_\_

Stated Convocation Day of the Month \_\_\_\_\_

Stated Convocation Time of the Meeting \_\_\_\_\_

Are stated convocations typically held jointly with another body? \_\_\_\_\_ Which one(s) \_\_\_\_\_

Was **this** stated convocation held jointly with another body? \_\_\_\_\_ Which one(s) \_\_\_\_\_

Does this Chapter email and/or mail minutes of their last convocation to members? Y / N

Were minutes of the previous convocation read at the meeting you attended? Y / N

Were communications from the Grand Chapter read during your visit? Y / N



**Grand Royal Arch Chapter**  
*of the State of Illinois*

**DISTRICT DEPUTY GRAND HIGH PRIEST**  
**OFFICIAL VISIT REPORT**

**DDGHP's VISIT**

Chapter Officers Present (check all of those who were in their stations):

- |                              |   |       |
|------------------------------|---|-------|
| _____ Excellent High Priest  | Was the officer present elected to this office at annual meeting? | Y / N |
| _____ King                   | Was the officer present elected to this office at annual meeting? | Y / N |
| _____ Scribe                 | Was the officer present elected to this office at annual meeting? | Y / N |
| _____ Treasurer              | Was the officer present elected to this office at annual meeting? | Y / N |
| _____ Secretary              | Was the officer present elected to this office at annual meeting? | Y / N |
|                              |   |       |
| _____ Captain of the Host    | Was the officer present elected or appointed to this office?      | Y / N |
| _____ Principal Sojourner    | Was the officer present elected or appointed to this office?      | Y / N |
| _____ Royal Arch Captain     | Was the officer present elected or appointed to this office?      | Y / N |
| _____ Chaplain               | Was the officer present appointed to this office?                 | Y / N |
| _____ Master of the 3rd Veil | Was the officer present appointed to this office?                 | Y / N |
| _____ Master of the 2nd Veil | Was the officer present appointed to this office?                 | Y / N |
| _____ Master of the 1st Veil | Was the officer present appointed to this office?                 | Y / N |
| _____ Steward                | Was the officer present appointed to this office?                 | Y / N |
| _____ Sentinel               | Was the officer present appointed to this office?                 | Y / N |

Did the Chapter open in proper form? Y / N

Did any of the Elected Officers use a ritual book? Y / N

Did any of the Appointed Officers use a ritual book? Y / N

Were you formally received as DDGHP? Y / N

Were ritual books used during the receiving ceremony? Y / N

Which degrees were conferred during your official visit? \_\_\_\_\_4th \_\_\_\_\_5th \_\_\_\_\_6th \_\_\_\_\_7th \_\_\_\_\_none

When are Chapter degrees next scheduled? \_\_\_\_\_

Which degrees can this Chapter confer on its own? \_\_\_\_\_4th \_\_\_\_\_5th \_\_\_\_\_6th \_\_\_\_\_7th \_\_\_\_\_none



**Grand Royal Arch Chapter**

*of the State of Illinois*

**DISTRICT DEPUTY GRAND HIGH PRIEST  
OFFICIAL VISIT REPORT**

**ACTIVITIES & PARTICIPATION**

No. of stated convocations held so far this year? \_\_\_\_\_

No. of stated convocations planned for the remainder of this year? \_\_\_\_\_

No. of special convocations held so far this year? \_\_\_\_\_

How many Companions were present at your official visit? \_\_\_\_\_ Chapter members \_\_\_\_\_ Visitors

How many Companions, on average, have attended the Chapter convocations this year? \_\_\_\_\_

How many dais officers were present at the last Grand Sessions? \_\_\_\_\_ In-person \_\_\_\_\_ By proxy

Does the Chapter send a publication (e.g. newsletter) to the membership? Y / N

If so, how often? \_\_\_\_\_ How many times per year? \_\_\_\_\_

**PLANNED EVENTS (LIST EACH)**

**NO. OF MEMBERS ATTENDED**

**NO. OF OFFICERS ATTENDED**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What are your overall impressions of Chapter participation in convocations, degrees, events, etc.? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Grand Royal Arch Chapter**  
*of the State of Illinois*

**DISTRICT DEPUTY GRAND HIGH PRIEST**  
**OFFICIAL VISIT REPORT**

**CHAPTER FINANCIAL ASSETS**

Chapter's Treasurer \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Finance/Audit Committee Chairman \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

Other members of the finance/audit committee \_\_\_\_\_

\_\_\_\_\_

Checking Account Bank/Institution \_\_\_\_\_

Account No. \_\_\_\_\_ Current Balance or Value \_\_\_\_\_

Savings Account Bank/Institution \_\_\_\_\_

Account No. \_\_\_\_\_ Current Balance or Value \_\_\_\_\_

Describe other investments and current balances \_\_\_\_\_

\_\_\_\_\_

Did you view and inspect statements of account(s)? \_\_\_\_\_

If "No," why not? \_\_\_\_\_

Is the most recent report of the finance/audit committee attached? \_\_\_\_\_

If "No," why not? \_\_\_\_\_



# Grand Royal Arch Chapter

of the State of Illinois

## DISTRICT DEPUTY GRAND HIGH PRIEST OFFICIAL VISIT REPORT

Does the Chapter own some portion of the Temple they meet in? \_\_\_\_\_

If "Yes," what percentage? \_\_\_\_\_

Is there a Temple or Building Association? \_\_\_\_\_

What rent does the Chapter pay each month? \_\_\_\_\_

Is the Chapter responsible for any regular maintenance or utility bills? \_\_\_\_\_

### CHAPTER PARAPHERNALIA/REGALIA/PROPS & DEGREE ASSETS

ITEM	ADEQUATE QTY? (IF APPLICABLE)	CONDITION? (1=POOR, 5=EXCELLENT)
Triangular alter	_____	_____
Greater lights and delta	_____	_____
Chapter bylaws	_____	_____
Grand Chapter bylaws	_____	_____
Chapter charter	_____	_____
Swords & scabbards	_____	_____
Officer's jewels	_____	_____
RAM aprons	_____	_____
Ceremony robes and costumes	_____	_____
Cable tows	_____	_____
Receiving/working tools	_____	_____
Overseers squares	_____	_____
Keystone, good work & template	_____	_____
Wicket	_____	_____
Arch with keystone, winch	_____	_____
Ark of the Covenant	_____	_____
Veils	_____	_____
Rocky road, bridge, river, etc.	_____	_____

Describe any excess equipment that could be made available to others \_\_\_\_\_

\_\_\_\_\_



**Grand Royal Arch Chapter**

*of the State of Illinois*

**DISTRICT DEPUTY GRAND HIGH PRIEST  
OFFICIAL VISIT REPORT**

**MEMBERSHIP**

Chapter's Membership Program Chairman \_\_\_\_\_

Phone No. \_\_\_\_\_ Email \_\_\_\_\_

	This Year	Last Year	Change
Dues-Paying Members	_____	_____	_____
Life Members	_____	_____	_____
Per Capita Life Members	_____	_____	_____
50-Year Members	_____	_____	_____
Dual-Membership Members	_____	_____	_____
Totals	_____	_____	_____

No. of members one year in arrears on dues: \_\_\_\_\_ Two years: \_\_\_\_\_ Three or more years: \_\_\_\_\_

Is a report given on membership at each meeting? \_\_\_\_\_ At the annual meeting? \_\_\_\_\_

What action, if any, is taken on the membership report(s)? \_\_\_\_\_

What does the Chapter do to contact members in arrears on dues? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. of members the Chapter expects to suspend this year \_\_\_\_\_



**Grand Royal Arch Chapter**  
*of the State of Illinois*

**DISTRICT DEPUTY GRAND HIGH PRIEST**  
**OFFICIAL VISIT REPORT**

What are your overall impressions of this Chapter? \_\_\_\_\_

---

---

---

---

What areas are there for improvement? \_\_\_\_\_

---

---

---

---

What is this Chapter doing right? \_\_\_\_\_

---

---

---

---

\_\_\_\_\_

DDGHP Signature

\_\_\_\_\_

DDGHP Name

\_\_\_\_\_

Date