

**REPORT SHEET FOR VISITORS**  
**Praesidia**

Revised April 2019

Name of Praesidium: \_\_\_\_\_ Date: \_\_\_\_\_

Name of visitors 1. \_\_\_\_\_

2. \_\_\_\_\_

No of active members: \_\_\_\_\_ Attendance of Officers: \_\_\_\_\_% Members \_\_\_\_\_ %

Officers Vacancies: \_\_\_\_\_ No of Members in Extn/Visitation panel: \_\_\_\_\_

Standard of the Praesidium: Excellent/Good/Satisfactory  
(Rating based on: Spirit, Weekly Works, Members in ECVC panel, Extension etc)

New Works undertaken: \_\_\_\_\_

\_\_\_\_\_

No of Suggestions implemented: \_\_\_\_\_ Pending: \_\_\_\_\_

\_\_\_\_\_

Current Suggestions/Comments: \_\_\_\_\_

\_\_\_\_\_

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Strengths of the Praesidium: \_\_\_\_\_

\_\_\_\_\_

Concern Areas: \_\_\_\_\_

\_\_\_\_\_

Signed 1. \_\_\_\_\_ 2. \_\_\_\_\_

**Pls prepare draft letter and send to:**