

**INSPECTOR'S PROGRAM
2011-2012**

A good inspection program is the primary tool by which the State Commander assesses the condition of the Posts in his Department, evaluates problems the Posts may be facing, and indicates what help is needed or what corrective actions need to be taken. Timely reports enable the State Commander to ensure that the assistance is given or the corrective measures are taken during his term of office.

Accurate reports insure that the assistance or corrective action is appropriate to the problem facing the Post. The two must work hand in hand. ***I would ask that all inspectors do a neat, timely, and accurate job in conducting Post Inspections.*** Do not conduct a "pencil" inspection. In addition to asking the Adjutant if he/she has proof of eligibility for all Post officers, ask to see proof of eligibility for several of the officers. Instead of asking the Quartermaster if he/she is bonded and if he/she has sent in a dues transmittal, ask to see the bond and the most recent dues transmittal. Instead of asking if the Post is incorporated, ask to see the receipt for the payment of the incorporation fees. These are just a few examples. Each item on the inspection form must be verified by your own observation. Report what you see and hear. Do not white-wash the inspection. Before you leave the Post, be sure you have a completed: Audit, Community Activities Report, Hospital Report, Officer's Bond Form, and Buddy Poppy Order Form or proof that those reports or forms have been completed. This will eliminate a follow-up visit. Before you leave the Post, ensure they have completed their quarterly audit, and officers bond form. Make sure they know the correct procedures for reporting community service, completing surgeon's reports and ordering Buddy Poppies. Help and inform the Post comrades as much as possible.

INSPECTIONS: The goal is to have all Post Inspections in the Department of Kansas completed accurately and submitted to the Department Inspector not later than November 1, 2011.

AUDITS: The Post Trustee's Report of Audit is to be submitted, to the State Inspector, at the earliest possible date following the close of the fiscal quarter, but in no case, no later than 30 days after the close of the fiscal quarter.

DISTRICT AWARD: A \$25.00 gift certificate will be presented to one District based on the following criteria: (1) District submitting the highest percentage of Inspections and Audits, received on time (value in overall rating 50%); and (2) District submitting the lowest percentage of discrepancies on Audits and Inspections (value in overall rating is 50%). Awards are based on Inspections conducted from August 1 through November 1, 2011. Audits will be judged on quarterly audits required for period April 1, 2011 through March 31, 2012.

POST AWARDS: Citations will be awarded based on Inspection Reports and Quarterly audits received on time, being completed and correct. Nine awards will be presented to the nine Posts achieving the nine highest values for the year from the following:

POST AUDITS: Four (4) audits – received on time	(Each)20 points
Complete – accurate - legible	40 points
On proper form	20 points
BONDS: Properly Bonded	<u>20 points</u>
	TOTAL 100 points

Roger Cawley, State Inspector
1601 W Regal St
Wichita, KS 67217-2361
(316) 529-1646