

GRAND CHAPTER OF ROYAL ARCH MASONS OF FLORIDA
District Deputy Grand High Priest Checklist

_____ Chapter No. _____ District _____

Date of First Visit: _____

Was Chapter Represented at Grand Chapter?	Yes	No
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Minute Book neatly kept and current?	Yes	No
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Are the Treasurer's books properly kept?	Yes	No
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Is the Book of Marks current	Yes	No
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Is the Charter present?	Yes	No
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Is there a Chapter Seal?	Yes	No
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Are the By-Laws current?	Yes	No
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Do the Dias Officers have the "Essentials and Key Lecture"?	Yes	No
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Does the Chapter plan to participate in a scheduled School of Instruction?	Yes	No
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Date held/planned _____

Is there a copy of the Constitution, Rules and Regulations?	Yes	No
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Does the Chapter possess adequate paraphernalia?	Yes	No
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Are the Books audited yearly?	Yes	No
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Who deposits the receipts? _____

What is the financial condition of the Chapter	Excellent	Good	Fair	Poor
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The number of Exaltations year to date?	_____
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The number of planned Exaltations for the balance of the calendar year?	_____
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Comments: _____

OFFICER SCORING		The subordinate Chapter Inspection form which embraces the					Name of Chapter:				Chapter #:		Date:	
		rules of Achievement was devised by the Committee on Work.												
		It is used for the Grand High Priest Award.												
	King	Scribe	Secy	Treas	HP	CoH	P Soj	RAC	M3V	M2V	M1V	Chap	Sent	Total
Present/Absent	$\frac{\quad}{\quad} +$ 1/0	$\frac{\quad}{\quad} +$ 1/0	$\frac{\quad}{\quad} +$ 1/0	$\frac{\quad}{\quad} +$ 1/0	$\frac{\quad}{\quad} +$ 3/0	$\frac{\quad}{\quad} +$ 3/0	$\frac{\quad}{\quad} +$ 3/0	$\frac{\quad}{\quad} +$ 3/0	$\frac{\quad}{\quad} +$ 3/0	$\frac{\quad}{\quad} +$ 3/0	$\frac{\quad}{\quad} +$ 3/0	$\frac{\quad}{\quad} +$ 3/0	$\frac{\quad}{\quad} +$ 3/0	=
No Ritual Used / Ritual Used					$\frac{\quad}{\quad} +$ 2/0	$\frac{\quad}{\quad} +$ 2/0	$\frac{\quad}{\quad} +$ 2/0	$\frac{\quad}{\quad} +$ 2/0	$\frac{\quad}{\quad} +$ 2/0	$\frac{\quad}{\quad} +$ 2/0	$\frac{\quad}{\quad} +$ 2/0	$\frac{\quad}{\quad} +$ 2/0	$\frac{\quad}{\quad} +$ 2/0	=
Proper wording without Ritual (Ritual used = automatic zero)					$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	=
Floor work														
Proper Salutes – Military and Due Guard					$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	=
Proper Position Both feet on floor sitting					$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	=
Proper Path of Travel – Floor Work					$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	=
Stand at Proper Times (Including when Addressing the High Priest)					$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	$\frac{\quad}{\quad} +$ 5----0	=
General Meeting Conduct														
Grading Officer Instructions											$\frac{\quad}{\quad} +$			
BACKGROUND – Since King, Scribe, Secretary and Treasurer have No Ritual to perform, they are to be graded on attendance only.							Timely Start (within 3 minutes)				3----0	=		
When 2/0 appears below a blank, the grade must be either 2 or 0							Crispness, Interest, Smoothness				3----0	=		
When 2---0 appears below a blank, the grading officer must judge whether the action was excellent (2) or whether it was very poor (0) or some level in between							Proper Procedures (making and handling motions, balloting)				3----0	=		
							Equipment available to confer Degrees				3----0	=		
							Reception of Guests – Officers and Visitors				3----0	=		
GRAND OFFICER SIGNATURE:														
GRAND OFFICER TITLE:													FINAL TOTAL =	