



Imperial Deputy for the Oasis (DFO) Monthly Report



Month/Year _____

Oasis of _____ Desert of _____

Name of Imperial Deputy for the Oasis _____

Name of Illustrious Commandress _____

1. Did the Court hold its monthly meeting? _____. If no, explain: _____

2. What was the meeting date? _____
3. How was the meeting held? _____. If virtually, was it approved by the Imperial Commandress? _____
4. How many Daughters were present? _____
5. Did all Divan members attend the Court meeting? _____. If no, who was absent? _____
6. Which appointed Imperial Court Officers were absent, if any?

7. Did the Advisor attend the meeting? _____. If no, was the Illustrious Potentate informed? _____
8. Are the opening/closing ceremonies aligned with the guidelines of the Imperial Court? _____ If no, explain: _____
9. Were Bulk Mail Communications from the Imperial Court “received” in regular Court meeting and any actions(s) and question(s) reflected in the minutes? _____
10. Were all Imperial communications (except those referenced in #9) read in their entirety in regular Court meeting? _____.
11. Was the Treasurer’s report read? _____. If no, explain: _____
12. Was the Recordress’ report read? _____. If no, explain: _____
13. Were any grievances submitted this month? _____. If yes, explain:

14. How many new members were created? _____

15. Were there any exceptional accomplishments achieved this month? If yes, explain: _____

Committee Reports

Community Involvement activities: _____

How many Daughters participated? _____

Total hours for community activities: _____

Amount of funds donated for charity: _____

Court fundraisers (list activities): _____

Did you conduct Leadership Training within your Court? _____. If yes, how many members were in attendance? _____

Mentoring

Does the Court have a mentoring group? _____

Number of youth in each group: Juniors _____ Seniors _____

List any youth activities: _____

Tax/Assessments Submitted This Month (As Applicable):

Desert Per Capita Tax: Date remitted _____ Amount _____

Imperial Court Per Capita Tax: Date remitted _____ Amount _____

Annual CHI Assessment: Date remitted _____ Amount _____

Annual Insurance: Date remitted _____ Amount _____

Audit Report: Date remitted _____ Amount _____

Imperial Deputy's Signature: _____ **Date:** _____

Contact Number: _____ **Email:** _____

****Email completed form to your Deputy for the Desert and provide a copy to the Illustrious Commandress****

Click submit to email your form

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