

# THE GRAND COMMANDERY OF KNIGHTS TEMPLAR OF KANSAS

## *REPORT OF INSPECTION* (12 Man)

\_\_\_\_\_ Commandery No. \_\_\_\_\_ Location \_\_\_\_\_ Date \_\_\_\_\_



### RULES

1. Inspector will notify the Commander and the Recorder to arrange all details as soon as possible for the inspection. Arrangements to be completed by August. Dates to be sent to the Grand Commander and Grand Recorder.
2. An actual candidate should be used in all cases if at all possible.
3. Greater attention will be paid to the earnest and effective presentation than to the mere literal perfection in the language of the Ritual. The impression made upon the candidate and the beauty of the ceremony are enhanced by good delivery and careful expression.
4. The purpose of an inspection is to help. It is proper to compliment good work and to call attention, in the greatest kindness and without criticism. To work which may be improved. Each inspection should enable the Commandery to improve the beauty of the work in the orders as well as the military features. No one should interrupt or correct the work in progress. Comments to be made after inspection and work is finished.
5. Sections relating to regular officers filling their elected and appointed positions are to be carefully completed. Officers filling there own positions are to be given maximum grading.
6. The Asylum and Prelate's Apartment, suitability for maneuvering and convenient arrangement for work are principal considerations.
7. The Chamber of Reflection should conform to requirements set out in the Paraphernalia Book.
8. Inspection will be in accordance with Asylum, Tactics, subject to options and amendment shown in Proceeding and the Ritual.
9. A complete and careful examination of the "Asylum Ceremonies" (or Red Book) along with the "Kansas Ritual and Ceremonies for Opening, Closing, and Inspection" and the "Ritual of the Grand Encampment" by the Commandery Officers and Inspector will be most beneficial in attaining an excellent report.
10. All Inspections and Reports to be completed and in the office by December 15<sup>th</sup>. After the inspection is concluded, it is very important that the Inspection Report be completed and submitted as soon as possible to the Grand Recorder for his distribution to the Grand Commander, Deputy Grand Commander, and the Inspected Commandery. Please assure that both the grades and supporting narrative remarks are completed within the Inspection report prior to submission.

### SUMMARY

Total number in Inspection Line _____	Total number of Local Members in Uniform _____
Rating of Reception and Inspection _____	Total in attendance _____
Rating of Work _____	Total of Local Members in attendance _____
Total Number in Uniform _____	Inspected by _____
	Title of Inspector _____

## 12 MAN INSPECTION AND TACTICAL PRESENTATION

**Proficiency and grading:** For each officer and/or function listed below, assign per your opinion, the letter that denotes one of the following levels of proficiency:

**A = Presented very well; B = Satisfactory; C = Needs attention.** Beneath each category, indicate the total of each letter assigned. *Example: A-4, B-5, C-2* **If time does not permit an evaluation of each member, assign an overall letter grade for the respective function, but also supply narrative remarks relative to the strengths and weaknesses of that function.**

<b><u>Asylum Preparation</u></b>	<b>Grade</b>	<b>Remarks</b>
<i>NOTE: Emphasis on proper equipment &amp; placement in Asylum</i>		
Asylum Arrangement	_____	_____

<b><u>Reception of Commander</u></b>	<b>Grade</b>	<b>Remarks</b>
<i>Includes:</i>		
Commander/Generalissimo/Prelate Retire		
Purging the Asylum ( <b>Closed Ceremony Only</b> )		
Form the Commandery for Reception		
Reception of Commander		
Capt. General    Commands/Positions/Salutes	_____	_____
Senior Warden    Commands/Positions/Salutes	_____	_____
Junior Warden                    Positions/Salutes	_____	_____
Warder            Commands/Positions/Salutes	_____	_____
Commander        Commands/Positions/Salutes	_____	_____
Sir Knights                    Positions/Salutes	_____	_____
Standard Guard                Positions/Salutes	_____	_____
Total number of each letter grade <b>OR</b> overall letter grade		_____

## 12 MAN INSPECTION AND TACTICAL PRESENTATION (Cont'd)

<u>Reception of Grand Officers</u>	<b>Grade</b>	<b>Remarks</b>
Commander    Commands/Positions/Salutes	_____	_____
Generalissimo    Commands/Positions/Salutes	_____	_____
Capt. General    Commands/Positions/Salutes	_____	_____
Senior Warden    Commands/Positions/Salutes	_____	_____
Junior Warden                    Positions/Salutes	_____	_____
Warder            Commands/Positions/Salutes	_____	_____
Escort & Committee    Positions/Movements	_____	_____
Sir Knights                    Positions/Salutes	_____	_____
Total number of each letter grade <b>OR</b> overall letter grade _____		

<u>Rehearsal of Attributes</u>	<b>Grade</b>	<b>Remarks</b>
<b><u>NOTE: THIS ONLY TO BE PERFORMED IN CLOSED INSPECTION</u></b>		
<b><u>NOTE: The (First Division), (Generalissimo) is on the South</u></b>		
Commander    Commands/Positions	_____	_____
Generalissimo                    Positions	_____	_____
Captain General    Commands/Positions	_____	_____
Senior Warden    Commands/Positions/Words	_____	_____
Junior Warden                    Positions/Words	_____	_____
Standard Guard                    Positions	_____	_____
Sir Knights in Formation    Positions/Words	_____	_____

Total number of each letter grade **OR** overall letter grade \_\_\_\_\_

- J.P.                    J/B
- P.C.                    T/S-B
- R.C.W.                V/T
- S.G. & W.            L/L
- P.W.W.                M-S-H
- P.P.W.                G/A.P.O.A.S.
- I.W.                    E/G-W-U (Kneeling, Uncovered)

## 12 MAN INSPECTION AND TACTICAL PRESENTATION (Cont'd)

### Inspection of Commandery

### Grade

### Remarks

*NOTE: Emphasis on tactical coordination and appearance of Sir Knights*

Commander	Commands/Positions/Salutes	_____	_____
Generalissimo	Positions	_____	_____
Captain General	Commands/Positions/Salutes	_____	_____
Sr. Warden	Commands/Positions/Salutes	_____	_____
Junior Warden	Positions	_____	_____
Standard Guard	Commands/Positions/Salutes	_____	_____
All Sir Knights	Positions/*Appearance	_____	_____

\*The general cleanliness and condition of the uniforms of the inspected Sir Knights, in addition to the general neatness of the Sir Knights, i.e., haircuts, proper shoes & shine, etc.

Total number of each letter grade **OR** overall letter grade \_\_\_\_\_

### Pass in Review

### Grade

### Remarks

*NOTE: Emphasis on tactical coordination*

Commander	Commands/Positions/Salutes	_____	_____
Generalissimo	Positions/Salutes	_____	_____
Captain General	Positions/Salutes	_____	_____
Senior Warden	Positions	_____	_____
Junior Warden	Positions	_____	_____
Standard Guard	Positions	_____	_____
Marching/Tactical Coordination & Precision		_____	_____

Total number of each letter grade **OR** overall letter grade \_\_\_\_\_

## 12 MAN INSPECTION AND TACTICAL PRESENTATION (Cont'd)

**Formation of Triangle for Devotions**                      **Grade**                      **Remarks**  
**NOTE: SIGNS ONLY TO BE PERFORMED IN CLOSED CEREMONY**

*NOTE: Emphasis on tactical movements*

Commander	Commands/Positions/Salutes	_____	_____
Generalissimo	Position	_____	_____
Capt. General	Commands/Positions/Salutes	_____	_____
Senior Warden	Commands/Positions	_____	_____
Junior Warden	Commands/Positions	_____	_____
Standard Bearer	Commands/Positions	_____	_____
Warder	Positions	_____	_____
Prelate	Positions	_____	_____
Sir Knights	Marching/Tactical Moves	_____	_____
<i>Signs*</i> (IF in <b>closed ceremony only</b> )		_____	_____

\*W-T, W-H, P-V, PS

Total number of each letter grade **OR** overall letter grade \_\_\_\_\_

**Opening and Closing**    **Grade**    **Remarks**

Commander	Commands/Positions/Salutes	_____	_____
Generalissimo	Commands/Positions/Salutes	_____	_____
Capt. General	Commands/Positions/Salutes	_____	_____
Warder	Commands/Positions/Salutes	_____	_____
Sir Knights	Salutes	_____	_____

Total number of each letter grade **OR** overall letter grade \_\_\_\_\_

**WORK IN THE ORDER OF THE TEMPLE (IF PERFORMED)**

<u>Chamber of Reflection</u>	<u>Grade</u>	<u>Remarks</u>
Chamber layout and equipment	_____	_____
Junior Warden Address Presentation	_____	_____
<u>Total</u> number of each letter grade <b>OR</b> overall letter grade		_____

<u>Preparation for Pilgrimage</u>	<u>Grade</u>	<u>Remarks</u>
Commander      Ritual/Position/Salutes	_____	_____
Warder            Ritual/Position/Salutes	_____	_____
Junior Warden    Ritual/Position/Salutes	_____	_____
<u>Total</u> number of each letter grade <b>OR</b> overall letter grade		_____

<u>Pilgrimage</u>	<u>Grade</u>	<u>Remarks</u>
Junior Warden      Ritual/Position	_____	_____
1 <sup>st</sup> Hermit            Ritual/Dramatics	_____	_____
2 <sup>nd</sup> Hermit            Ritual/Dramatics	_____	_____
3 <sup>rd</sup> Hermit            Ritual/Dramatics	_____	_____
Commander            Ritual/Salutes	_____	_____
Warder                Ritual/Salutes	_____	_____
Capt. General    Ritual/Position/Salutes	_____	_____
S. Warden    Commands/Position/Salutes	_____	_____
Prelate                Ritual/Salutes	_____	_____
Prelate's Escort    Tactical Accuracy	_____	_____
<u>Total</u> number of each letter grade <b>OR</b> overall letter grade		_____

## WORK IN THE *ORDER OF THE TEMPLE* (IF PERFORMED) Cont'd

<u>Warfare</u>		<b>Grade</b>	<b>Remarks</b>
Senior Warden	Ritual/Position/Salutes	_____	_____
1 <sup>st</sup> Guard	Ritual/Positions	_____	_____
2 <sup>nd</sup> Guard	Ritual/Positions	_____	_____
3 <sup>rd</sup> Guard	Ritual/Positions	_____	_____
Warder	Ritual/Positions	_____	_____
Commander	Ritual/Salutes	_____	_____
Junior Warden	Positions	_____	_____
Prelate	Dramatics	_____	_____
Captain General	Ritual/Positions	_____	_____
<u>Total number of each letter grade <b>OR</b> overall letter grade</u>			_____

<u>Penance</u>		<b>Grade</b>	<b>Remarks</b>
Warder	Ritual/Positions	_____	_____
S. Warden	Ritual/Positions	_____	_____
J. Warden	Positions	_____	_____
Prelate	Ritual/Dramatics	_____	_____
Commander	Ritual/Positions/Dramatics	_____	_____
Generalissimo	Ritual/Salutes	_____	_____
<u>Total number of each letter grade <b>OR</b> overall letter grade</u>			_____

<b>Libations &amp; Knighting</b>	Overall Perf.	_____	_____
<b>Lectures</b>	Overall Perf.	_____	_____
<u>Total number of each letter grade <b>OR</b> overall letter grade</u>			_____

**OFFICER POSITION AND TOTAL ATTENDANCE FOR INSPECTION AND  
ORDER OF THE TEMPLE (IF PERFORMED)**

**Commandery Name or Cdry Number# of Officer Occupying Station**

	<b>Inspection</b>	<b>Order of the Temple</b>
Commander	_____	_____
Generalissimo	_____	_____
Captain General	_____	_____
Senior Warden	_____	_____
Junior Warden	_____	_____
Prelate	_____	_____
Treasurer	_____	_____
Recorder	_____	_____
Standard Bearer	_____	_____
Sword Bearer	_____	_____
Warder	_____	_____
Sentinel	_____	_____

**ATTENDANCE for Insp. and/or O of T by Commandery (Standing Count)**

<b>Commandery Name</b>	<b>Cdry#</b>	<b>Number Attending</b>
<b><u>Host</u></b> Commandery _____	_____	_____
<b>Visiting</b> Commandries		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b><u>Total in full uniform</u></b> _____		

**RECAPITULATION OF SCORING FOR:**

**INSPECTION & TACTICAL PRESENTATION  
ORDER OF THE TEMPLE (IF PERFORMED)**

**INSPECTION & TACTICAL PRESENTATION SCORES:**

<b>Total number (of knights) in line</b>	_____
<b>Asylum Preparation</b>	_____
<b>Reception of Commander</b>	_____
<b>Reception of Grand Officers</b>	_____
<b>Rehearsal of Attributes (If performed)</b>	_____
<b>Inspection of Commandery</b>	_____
<b>Pass in Review</b>	_____
<b>Formation of Triangle of Devotions</b>	_____
<b>Opening and Closing</b>	_____
<b><u>Total</u> Composite Multiple Scores</b>	_____

**ORDER OF THE TEMPLE SCORES (IF PERFORMED)**

<b>Chamber of Reflection</b>	_____
<b>Preparation for Pilgrimage</b>	_____
<b>Pilgrimage</b>	_____
<b>Warfare</b>	_____
<b>Penance</b>	_____
<b>Libations &amp; Knighting/s</b>	_____
<b>Lectures</b>	_____
<b><u>Total</u> Composite Multiple Scores</b>	_____

## **INSPECTOR'S NARRATIVE REMARKS AND EVALUATION:**

### **IMPORTANT!**

The Inspecting Officer, will provide below, any narrative remarks regarding this visitation/ inspection that will provide useful feedback to the Inspected Commandery, and/or Area, if an Area inspection. Remarks to be provided on work done exceptionally well, or that which need practice and/or attention. **Constructive, objective remarks regarding this inspection will be of valuable use to the Commandery inspected,** and to the Senior Grand Commandery Officers! Additional remarks regarding the meal served, overall hospitality, and social interaction will be welcome and useful. Thank you for your focused attention to these remarks and important details!

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**SPACE FOR ADDITIONAL NARRATIVE REMARKS, IF NEEDED**

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**GENERAL INFORMATION**

**Commandery Name**\_\_\_\_\_ **Commandery No.**\_\_\_\_ **Location**\_\_\_\_\_

**Total current membership of this Commandery** \_\_\_\_\_

**COMMANDERY OFFICERS FOR 20**\_\_\_\_

Commander \_\_\_\_\_

Generalissimo \_\_\_\_\_

Captain General \_\_\_\_\_

Senior Warden \_\_\_\_\_

Junior Warden \_\_\_\_\_

Prelate \_\_\_\_\_

Treasurer \_\_\_\_\_

Recorder \_\_\_\_\_

Standard Bearer \_\_\_\_\_

Sword Bearer \_\_\_\_\_

Warder \_\_\_\_\_

Sentinel \_\_\_\_\_

**THIS COMMANDERY CANDIDATES KNIGHTED DURING THIS CALENDAR YEAR**

**Name**\_\_\_\_\_ **Address** \_\_\_\_\_

**Name**\_\_\_\_\_ **Address** \_\_\_\_\_

**Name**\_\_\_\_\_ **Address** \_\_\_\_\_

**Name**\_\_\_\_\_ **Address** \_\_\_\_\_

**Name**\_\_\_\_\_ **Address** \_\_\_\_\_

**Name**\_\_\_\_\_ **Address** \_\_\_\_\_

Use back of this page if necessary-----

**GENERAL INFORMATION (Cont'd)**

**Commandery Name** \_\_\_\_\_ **Commandery No.** \_\_\_\_\_ **Location** \_\_\_\_\_

Number knighted (**this Commandery**) since last election? \_\_\_\_\_

Stated Conclaves held since last election? \_\_\_\_\_

Stated Conclaves omitted since last election? \_\_\_\_\_

Special Services (or meetings) held and/or attended? \_\_\_\_\_

Is the recommended form and/or minutes followed? \_\_\_\_\_

**COURTESY WORK KNIGHTINGS FOR OTHER COMMANDRIES:**

Name \_\_\_\_\_ Home Commandery \_\_\_\_\_

Name \_\_\_\_\_ Home Commandery \_\_\_\_\_

Name \_\_\_\_\_ Home Commandery \_\_\_\_\_

Name \_\_\_\_\_ Home Commandery \_\_\_\_\_

Name \_\_\_\_\_ Home Commandery \_\_\_\_\_

Name \_\_\_\_\_ Home Commandery \_\_\_\_\_

(Use back of page if necessary)

<b>ACTIVITIES OF <u>THIS</u> COMMANDERY</b>	<b>YES</b>	<b>NO</b>	<b>NUMBER</b>
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Attend Easter Service?	___	___	_____
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Attend Christmas Service?	___	___	_____
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Represented at Grand Commandery?	___	___	_____
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Other Gatherings Held?	___	___	_____
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Please describe other gatherings:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GENERAL INFORMATION (Cont'd)**

**Commandery Name** \_\_\_\_\_ **Commandery No.** \_\_\_\_\_ **Location** \_\_\_\_\_

**FINANCIAL STATEMENT**

***ASSETS***

***LIABILITIES***

Cash of hand at date of inspection     \$ \_\_\_\_\_

Notes & Mortgages     \$ \_\_\_\_\_

Savings: CD's, Bonds, Equities, Etc.     \$ \_\_\_\_\_

Others     \$ \_\_\_\_\_

Value of Paraphernalia     \$ \_\_\_\_\_

Total     \$ \_\_\_\_\_

All other personal property     \$ \_\_\_\_\_

Real Estate     \$ \_\_\_\_\_

Uncollected Dues  
(Not including current year)     \$ \_\_\_\_\_

**TOTAL**     \$ \_\_\_\_\_

**BALANCE**     \$ \_\_\_\_\_

