



**Imperial Youth Department
AEAONMS, INC.**

IYD Document Audit Form

Temple/Court Name and Number:

Director/Directress Name:

Email:

Phone Number:

Potentate/Commandress Name:

Phone Number:

This form is to be used for the purpose of verifying that each Temple and or Court have current copies of the below mandatory Youth Club documents. In the event of a transference of duties, the documents will be available to the next Youth Club Leader. These documents are required in the event of an emergency or that there is a need to contact a parent, or legal guardian, or if the youth leader is unavailable for any reason. It also ensures that the Youth Club is following the expectations set forth by the Imperial Youth Department, AEAONMS. The required documents must be given to the Temple Recorder or the Court Recordress for the purpose of storage and record keeping with all other Temple or Court documents.

Please have an Audit Team Member along with the Recorder/Recordress review and verify receipt of the below information.

1. List of Youth (Includes names, current grade, address, & parent/guardian contact information)
2. Current Youth applications
3. Monthly reports
4. Current year calendar of events.
5. Treasurer/Budget reports (may be earmarked on the monthly treasure report).

Signatures & Temple/Court Seal Required:

Audit Team Member Signature: _____

Illustrious Potentate/Commandress Signature: _____

Recorder/Recordress Signature: _____

Date:

Please email the completed document to Youthdirector@aeaonms.org