

SIR FORM 59
SIR TRAVEL EVENT CHECKLIST

This completed form confirms that the Branch Travel Chairman (BTC) and Branch Executive Committee (BEC) have performed the required sequence of procedures for the authorization, contracting, advertising, execution, reporting and final financial accounting of a SIR authorized Travel Event.

1	Branch No. _____ Event Destination _____ Event Dates ____ / ____ / ____ to ____ / ____ / ____ Travel Chairman _____	Status	
		Date & Initial each step as completed	
		Travel Ch.	Big Sir
2	The BTC has presented to the BEC all significant details along with a completed Form 53 requesting approval of a Travel Event. (Rule 405)		
3	The BEC has reviewed the Form 53 submitted by the BTC and verified that the Agency is on the attached SIR Qualified List. (Rules 175.1, 374-383)		
4	The BEC has verified that a quorum exists, motions were made and seconded, and the approval shall be entered in the minutes of the meeting. (Rule 405)		
5	The BEC has ensured that any literature regarding the travel event complies with Rules 429-436.		
6	After approval of the Travel Event, the BTC has signed a SIR Contract Form 50 with the Qualified Agency. (Rule 408)		
7	The BTC and the BEC have verified that all payments by participants are in compliance with Rule 420.		
8	The BEC has ensured that for those events outside the United States, its possessions and Canada, the BTC and Branch Treasurer have complied with Rule 369, and that a Form 51 and a check were sent to the SIR State Treasurer.		
9	The BEC has verified that upon completion of the travel event the BTC has submitted an event financial report Form 52. (Rule 424)		
10	If the event is cancelled, the BEC has ensured that the BTC has sent copies of the Form 50 marked "EVENT CANCELLED" and the date of cancellation, to the persons listed on the Form 50. (Rule 409)		

Instructions: The Big Sir and the Branch Travel Chairman Date and Initial each step as completed.

Distribution: After completing Form 52, attach this Form to the Branch Secretary's copy of the Form 53.