



## Detachment Quarterly Report Outline

Detachment Commandants:

Detachment Quarterly Reports shall be compiled into a single Department Report which is given to the Rocky Mountain Division National Vice Commandant. The Division Vice Commandant shall consolidate it with the other Departments of the Rocky Mountain Division for his/her report to the National Commandant to be presented at the National Mid-Winter Conference and National Convention.

This report will be required prior to the 1st of November, February (Mid-Winter), May, and August (National Convention) or 4 weeks prior to National Mid-Winter Conference and National Convention. *Whichever is earliest.*

Sections I, II, & III are required to be completed. Work with your Paymaster for figures for Sections I, & II.

Section IV should contain remarks explaining the participation in the event or program. The list is not complete, it gives examples. Please mark those areas which do not apply to your Detachment with N/A. Additional comments can be documented in Section VI.

Please complete the attached report and submit to the Department Commandant via method prescribed in Department By-laws or by Department Commandant.

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# Marine Corps League Rocky Mountain Division Detachment Quarterly Report

Date: \_\_\_\_\_

From: Commandant, \_\_\_\_\_ Detachment # \_\_\_\_\_

To: National Vice Commandant, Rocky Mountain Division

Via: Department Commandant of the Department of \_\_\_\_\_

Subj: Detachment Activity Report for the Period of \_\_\_\_\_ to \_\_\_\_\_

## I. Membership: *(required)*

A. Current Status as of: \_\_\_\_\_ National Roster

- 01. Annual Paid Regular/Associate Members (PM) = \_\_\_\_/\_\_\_\_
- 02. Paid Life Members (PLM) = \_\_\_\_\_
- 03. Renewed Members Not Reflected On Roster (RM) = \_\_\_\_\_
- 04. New Members Not Reflected On Roster (NM) = \_\_\_\_\_
- 05. Total Paid Members (TPM) = \_\_\_\_\_
- 06. Delinquent Members (DM) = \_\_\_\_\_
- 07. Paid Member Percentage (PMP) =

**Membership Formulas**

**TPM = PM+PLM+RM+NM**

**PMP = TPM / (TPM+DM)**

B. Membership Growth Goals:

- 01. Number of Dropped Members Re-Instated = \_\_\_\_\_
- 02. New Members this Fiscal Year = \_\_\_\_\_
- 03. Number of Months w/ One New Member = \_\_\_\_\_
- 04. Remarks: \_\_\_\_\_

## II. Detachment Compliance: *(required)*

A. Current Status:

- 01. Incorporation: (SOS)
  - a. Date Chartered: \_\_\_\_\_
  - b. Date of Incorporation: \_\_\_\_\_
  - c. Last updated with Secretary of State: \_\_\_\_\_
- 02. IRS Filing: (990N)
  - a. EIN Number: \_\_\_\_\_
  - b. Date of Last 990N Filing: \_\_\_\_\_
- 03. Elections: (ROI)
  - a. Date of Last Report of Officer Installation: \_\_\_\_\_
- 04. Remarks: \_\_\_\_\_

**In Accordance with Nat. BL & AP, Failure to Comply in Any One or More of the Following:  
Failure to File a Timely Annual 990N with IRS and/or Certificate of Good Standing From  
Home State's Secretary of State Office, and/or Report of Officer Installation, or if Detachment Membership  
has Dropped Below Fifteen (15), Places a Detachment In a State of NON-COMPLIANCE with  
National Headquarters and Will Result in Suspension of Charter and PLM Funds.**

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**III. Activities: *(required)***

**A. Department:**

01. Upcoming Events:

- a. Date and Location of Next Q Staff Meeting: \_\_\_\_\_
- b. Date and Location of Next Dept. Convention: \_\_\_\_\_
- c. Date and Location of Next Division Conf.: \_\_\_\_\_
- d. Memorial or Veteran's Day Event: \_\_\_\_\_

02. Past Events Attended:

- a. Number of Detachment Officers/Members in attendance at:
  - i. Last Department Q Staff Mtng: \_\_\_\_\_
  - ii. Department Convention: \_\_\_\_\_
  - iii. Division Conference: \_\_\_\_\_
  - iv. Mid-Winter Conference: \_\_\_\_\_
  - v. National Convention: \_\_\_\_\_

**B. Detachment:**

01. Upcoming Events: *(dates)*

- a. Pistol & Rifle Matches: \_\_\_\_\_ Number of Members Participating: \_\_\_\_\_
- b. SOS Breakfast: \_\_\_\_\_ Dining Out: \_\_\_\_\_

02. Past Events:

- a. Total Number of Events Conducted/Attended by Detachment is Past Quarter:
  - i. Funerals: Marine: \_\_\_\_\_ Marine Family Member: \_\_\_\_\_ Other Branch: \_\_\_\_\_
  - ii. Color Guards: \_\_\_\_\_ Members Performed \_\_\_\_\_ Details
  - iii. Parades: \_\_\_\_\_ Members Participated in \_\_\_\_\_ Parades
  - iv. Memorial Day: \_\_\_\_\_ Detachments Participated in \_\_\_\_\_ Ceremonies
  - v. Birthday Ball: \_\_\_\_\_
- b. Remarks: \_\_\_\_\_

**IV. Programs:**

**A. Youth:**

01. Young Marines: (YM)

- a. Does Detachment Support a YM Unit? \_\_\_\_\_
- b. Remarks: \_\_\_\_\_

02. Marine Corps Youth Physical Fitness: (MCYPF)

- a. Does Detachment Support MCYPF in Local Schools? \_\_\_\_\_
- b. Remarks: \_\_\_\_\_

03. Scouts:

- a. Does Detachment Support Scouting? \_\_\_\_\_
- b. Number of Eagle Scout Awards = \_\_\_\_\_
- c. Remarks: \_\_\_\_\_

04. Scholarship Fund:

- a. Detachment Has Own Scholarship Fund: Y/N \_\_\_\_\_ No. of Scholars Awarded \_\_\_\_\_
- b. Number of Scholarship Applications Forwarded to MCL Foundation \_\_\_\_\_
- c. Remarks: \_\_\_\_\_

05. Other: \_\_\_\_\_

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B. Veterans:

- 01. Does Detachment have It's Own Marines Helping Marines Fund? \_\_\_\_\_  
If Yes, How Many Grants Awarded = \_\_\_\_\_ Total Monies Distributed \$ \_\_\_\_\_
- 02. POW/MIA: \_\_\_\_\_
- 03. Veteran's Coffee: \_\_\_\_\_
- 04. Homeless Veterans (VA Stand-Down): \_\_\_\_\_
- 05. No. of Members \_\_\_\_\_ Volunteered \_\_\_\_\_ Total Hours at \_\_\_\_\_ VA Facilities
- 06. Does Detachment have a VSO? \_\_\_\_\_ Number of VA Claims Filed: \_\_\_\_\_
- 07. United Veteran's Coalition: \_\_\_\_\_
- 08. Other/Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Community

- 01. Toys for Tots (T4T):
  - a. Does Detachment Support I&I or Another Organization's T4T Coordinator? \_\_\_\_\_
    - i. If Yes, Has Supporting Detachment's MCL After Action Report Been Completed and Forwarded to the MCL National T4T Liaison? \_\_\_\_\_
  - c. Does Detachment Operate as a T4T Coordinator (LCO) = \_\_\_\_\_
  - d. Did Detachment Coordinator Attend T4T Conference: \_\_\_\_\_
  - e. Remarks: \_\_\_\_\_
- 02. Marine For Life (M4L)
  - a. Has Detachment M4L Liaison had contact with any recently Discharged Marines? \_\_\_\_\_
  - c. Remarks: \_\_\_\_\_
- 03. Legislative
  - a. Detachment Active Member of the Congress Member's Veterans Council? \_\_\_\_\_
  - b. Remarks: \_\_\_\_\_

D. Fund Raising

- 01. Does Detachment Utilize Marine Rose Program = \_\_\_\_\_
- 02. Does Detachment Operate a Ship's Store (Cash Sales) = \_\_\_\_\_
- 03. Does Detachment have a Gaming/Bingo/Raffle License? \_\_\_\_\_
  - a. Number of Raffles held: \_\_\_\_\_
  - b. 50/50 Drawings held: \_\_\_\_\_
- 04. If No Gaming Lic., Does Detachment Utilize Door Prizes or Auctions? \_\_\_\_\_
  - a. Remarks: \_\_\_\_\_
- 05. Other: \_\_\_\_\_  
\_\_\_\_\_

V. **Points of Contact: (required)**

A. Detachment Staff Not On ROI:	(Name)	(Phone)	(Email)
01. Quartermaster:	_____	_____	_____
02. Veteran Service Officer:	_____	_____	_____
03. Legislative:	_____	_____	_____
04. Youth Activities:	_____	_____	_____
a. Young Marine Liaison:	_____	_____	_____
b. Scouting Liaison:	_____	_____	_____
c. Youth Physical Fitness:	_____	_____	_____
d. T4T Liaison/Coordinator:	_____	_____	_____

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