



Quarterly Report Outline

Please complete the report and have it at All Staff meetings. This report will be required for all Quarterly meetings and the annual convention.

Sections I, IV & V are required to be completed.

Sections II & III should contain remarks explaining the participation in the event or program. The list is not complete, it gives examples, omit those areas which do not apply to your detachment.

This report shall be compiled into a 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.



Marine Corps League

Detachment _____

Department of _____
Rocky Mountain Division

Date: _____

From: Commandant, _____
To: National Vice Commandant, Rocky Mountain Division
VIA: Commandant, Department of _____

Subj: **Detachment Activity Report for the period** _____ **to** _____

I. Membership: (required)

A. Current Status: as of _____ National roster

- 01. Paid Regular Members (RM) = _____
- 02. Paid Life Members (PLM) = _____
- 03. Other Paid Members (OPM) = _____
- 04. Total Paid Members (TPM) = _____
- 05. Delinquent Members (DM) = _____
- 06. Paid Member Percentage (PMP) = _____
- 07. New members not on the National Roster = _____

Formulas
TPM = RM+PM+OPM
PMP = TPM / (TPM+DM)

B. Membership Goals:

- 01. Attain one new member each month.
 - a. New Members this Year: = _____
 - b. New members not on the National roster

Name	Date Joined
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 02. No delinquent members on our roster.
 - a. _____ has been contacted and _____

C. Remarks:

II. Programs:

A. Youth

- 01. Young Marines -
- 02. Youth Physical Fitness -
- 03. Scouting -
- 04. Scholarship -
- 05.

B. Veterans

- 01. Marines Helping Marines -
- 02. Marine for Life -
- 03. POW/MIA -
- 04. Homeless Veterans -

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- 05. VAVS & VSO -
- 06. UVC or UVCC -
- C. Community
 - 01. Toys for Tots -
 - 02. Legislative -
 - 03.
- D. Fund Raising
 - 01. Marine Rose Program -
 - 02. Ship Store -
- E. Other

III. Activities:

A. Local:

- 01. Annual Meeting (elections): *(required)*
 - a. Date and Time: _____
 - b. Location: _____
 - c. Installation Date & Time: _____
- 02. Funerals: = _____
- 03. Color Guards: = _____
- 04. Parades: = _____
- 05. Birthday Ball -
- 06. SOS Breakfast -
- 07. Rifle & Pistol Matches -
- 08.

B. Upcoming Events:

- 01. Department Convention in _____ on _____
- 02. Memorial Day
- 03. Quarterly Staff meeting in _____
- 04. Rocky Mountain Division Conference on _____
- 05. Quarterly Staff meeting in _____
- 06. National Convention in _____
- 07. Marine Corps Birthday
- 08. Veterans Day
- 09.

C. Past Events: *(Do not include funerals, parades or color guards.)*

- 01. Mid-Winter in February
- 02. Quarterly Staff meeting on _____ in _____
- 03. _____

IV. Corporate Information *(required)*

A. Incorporation:

- 01. Date Chartered: _____
- 02. Date of Incorporation: _____
- 03. Inc. Last Updated: _____
- 04. EIN: _____
- 05. 990/990N Filing Date: _____

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B. Points of Contact:

- 01. Commandant
- 02. Sr. Vice Commandant
- 03. Jr. Vice Commandant
- 04. Judge Advocate:
- 05. Chaplain:
- 06. Sgt-at-Arms
- 07. Adjutant-Paymaster
- 08. Web Sergeant

Name

Telephone

eMail

<i>Name</i>	<i>Telephone</i>	<i>eMail</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

V. Personal Observations:

(required)

A.

Respectfully Submitted

Semper Fidelis

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RMD Form DetRpt