



## Department Quarterly Report Outline

Department 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 15th of November, February (Mid-Winter), May, and August (National Convention) or 2 weeks prior to National Mid-Winter Conference and National Convention. *Whichever is earliest.*

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

Sections IV B and V 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 Department with N/A. Additional comments can be documented in Section VII.

Please complete the attached report and submit to the National Vice Commandant via Email or USPS

**Once a Marine - Always a Marine**





**Marine Corps League, Rocky Mountain Division  
Department Quarterly Report**

**III. Department 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:
  - a. Date of Last Report of Officer Installation:(ROI)\_\_\_\_\_
- 04. Remarks: \_\_\_\_\_  
\_\_\_\_\_

**IV. 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: (by Dept. Commandant or Appointed Representative)
  - a. Department Convention: \_\_\_\_\_ Division Conference: \_\_\_\_\_  
Mid-Winter Conference: \_\_\_\_\_ National Convention: \_\_\_\_\_  
Modern Day Marine: \_\_\_\_\_ Marine South/West: \_\_\_\_\_

B. Detachment:

- 01. Upcoming Events:
  - a. Pistol & Rifle Matches: \_\_\_\_\_ Number of Detachments Participating: \_\_\_\_\_
  - b. SOS Breakfasts: \_\_\_\_\_ Dining Out: \_\_\_\_\_
- 02. Past Events:
  - a. Number of Detachments in Attendance at last Q Staff Mtng or Dept. Convention: \_\_\_\_\_
  - b. Total Number of Events Conducted/Attended by all Detachments is Past Quarter:
    - i. Funerals: Marine: \_\_\_\_\_ Marine Family Member: \_\_\_\_\_ Other Branch: \_\_\_\_\_
    - ii. Color Guards: \_\_\_\_\_ Detachments Performed \_\_\_\_\_ Details
    - iii. Parades: \_\_\_\_\_ Detachments Participated in \_\_\_\_\_ Parades
    - iv. Memorial Day: \_\_\_\_\_ Detachments Participated in \_\_\_\_\_ Ceremonies
    - v. Birthday Ball: \_\_\_\_\_
  - c. Remarks: \_\_\_\_\_  
\_\_\_\_\_

**V. Programs:**

A. Youth:

- 01. Young Marines: (YM)
  - a. Detachments Supporting YM = \_\_\_\_\_
  - b. Remarks: \_\_\_\_\_
- 02. Marine Corps Youth Physical Fitness: (MCYPF)
  - a. Detachments Supporting MCYPF = \_\_\_\_\_
  - b. Remarks: \_\_\_\_\_

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- 03. Scouts:
  - a. Detachments Supporting Scouting = \_\_\_\_\_
  - b. Remarks: \_\_\_\_\_
- 04. Scholarship Fund:
  - a. Department Has Own Scholarship Fund: Y/N \_\_\_\_\_ No. of Scholars Awarded \_\_\_\_\_
  - b. Detachments With Own Scholarship Fund = \_\_\_\_\_ No. of Scholars Awarded \_\_\_\_\_
  - c. Number of Scholarship Applications Forwarded to MCL Foundation \_\_\_\_\_
  - d. Remarks: \_\_\_\_\_
- 05. Other: \_\_\_\_\_

- B. Veterans:
  - 01. Detachments with Marines Helping Marines Fund: \_\_\_\_\_ No. Grants Awarded \_\_\_\_\_
  - 02. POW/MIA: \_\_\_\_\_
  - 03. Veteran's Coffee: \_\_\_\_\_
  - 04. Homeless Veterans (VA Stand-Down): \_\_\_\_\_
  - 05. VAVS No. of Detachments: \_\_\_\_\_ Total Annual Hours: \_\_\_\_\_ at \_\_\_\_\_ Facilities
  - 06. Number of VSOs in Department: \_\_\_\_\_ Number of VA Claims Filed: \_\_\_\_\_
  - 07. United Veteran's Coalition: \_\_\_\_\_
  - 08. Other/Remarks: \_\_\_\_\_

- C. Community
  - 01. Toys for Tots (T4T):
    - a. Detachments Supporting Another Organization's T4T Coordinator or I&I = \_\_\_\_\_
    - b. Supporting Det. AAR's Received and Forwarded to MCL T4T Liaison = \_\_\_\_\_
    - c. Number of Detachments Operating as a T4T Coordinator (LCO) = \_\_\_\_\_
    - d. Number of Detachment Coordinators Attending T4T Conference: \_\_\_\_\_
    - e. Remarks: \_\_\_\_\_
  - 02. Marine For Life (M4L)
    - a. Detachments with a M4L Liaison = \_\_\_\_\_
    - b. Department's M4L Liaison: \_\_\_\_\_
    - c. Remarks: \_\_\_\_\_
  - 03. Legislative
    - a. Department Active Member of the Governor's Veteran's Council? \_\_\_\_\_
    - b. Remarks: \_\_\_\_\_

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

