



Marine Corps League Rocky Mountain Division

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Quarterly Department & Detachment Report Outline

Please complete the report and have it at All Staff meetings. ***This report will be required for all Quarterly meetings and Annual Conventions.***

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 Vice Commandant. The Division Vice Commandant shall consolidate it with the other Departments of the Rocky Mountain Division for his report to the National Commandant.



Marine Corps League
Rocky Mountain Division
Department of _____

Date: _____

From: Commandant, Department of _____
To: National Vice Commandant, Rocky Mountain Division
Info: Detachments of the Department of _____

Subj: Department Activity Report for the period _____ to _____

I. Membership: (required)

A. Current Status: as of _____ National roster

- 01. Number of Detachments: = _____
- 02. Paid Regular Members (RM) = _____
- 03. Paid Life Members (PLM) = _____
- 04. Other Paid Members (OPM) = _____
- 05. Total Paid Members (TPM) = _____
- 06. Delinquent Members (DM) = _____
- 07. Paid Member Percentage (PMP) = _____
- 08. Detachments under 20 members = _____
- 09. State MAL's = _____
- 10. Pending Starter Kits = _____
- 11. New members not on the National Roster = _____

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

B. Membership Goals:

- 01. Pending Starter Kits
 - a. _____ package sent on _____
- 02. Remarks: _____

II. Programs:

A. Youth

- 01. Young Marines
 - a. Detachments supporting YM = _____
 - b. Remarks: _____
- 02. Youth Physical Fitness
 - a. Detachments supporting YPF = _____
 - b. Remarks: _____
- 03. Scouting
 - a. Detachments supporting Scouts = _____
 - b. Remarks: _____
- 04. Scholarship
 - a. Number of applications forwarded = _____
 - b. Remarks: _____
- 05. _____

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B. Veterans

- 01. Marines Helping Marines - _____
- 02. POW/MIA - _____
- 03. Homeless Veterans - _____
- 04. VAVS & VSO - _____
- 05. UVC - _____

C. Community

- 01. Toys for Tots
 - a. Number of Detachments supporting T4T = _____
 - b. Remarks: _____
 - _____
 - _____
- 02. Marine for Life – _____
- 03. Legislative
 - a. Active member of the Governor’s United Veterans Council _____
 - b. Active member of the United Veterans Council _____
- 04. _____

D. Fund Raising

- 01. Marine Rose Program - _____
- 02. Ship Store – _____
- 03. _____

E. Other

- 01. _____
- 02. _____
- 03. _____

III. Activities:

A. Local:

- 01. Annual Convention (elections): *(Required)*
 - a. Date: _____
 - b. Location: _____
- 02. Funerals: = _____
- 03. Color Guards: = _____
- 04. Parades: = _____
- 05. Birthday Ball
 - a. Scheduled place: _____
 - b. Scheduled date: _____
 - c. Remarks - _____
- 06. Rifle & Pistol Matches
 - a. Number of Detachments involved = _____
 - b. _____

B. Upcoming Events:

- 01. Quarterly Staff meeting on _____
- 02. Department Convention in _____
- 03. Memorial Day _____

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Marine Corps League
Rocky Mountain Division

_____ Detachment
Department of _____

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 - _____

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- 02. Marine for Life - _____
- 03. POW/MIA - _____
- 04. Homeless Veterans - _____
- 05. VAVS & VSO - _____
- 06. UVC or UVCC - _____

C. Community

- 01. Toys for Tots - _____
- 02. Legislative - _____
- 03. _____
- 04. _____

D. Fund Raising

- 01. Marine Rose Program - _____
- 02. Ship Store - _____
- 03. _____
- 04. _____

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

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- C. Past Events: *(Do not include funerals, parades or color guards.)*
- 01. Quin Conference in: _____
 - 02. Mid-Winter in February _____
 - 03. Quarterly Staff meeting on _____
 - 04. _____

IV. Corporate Information *(required)*

- A. Incorporation:
- 01. Date Chartered: _____
 - 02. Date of Incorporation: _____
 - 03. Inc. Last Updated: _____
 - 04. EIN: _____

B. Points of Contact:

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

V. Personal Observations: *(required)*

- A. _____
- _____
- _____
- _____
- _____
- B. _____
- _____
- _____
- _____
- _____

Respectfully Submitted
Semper Fidelis

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