



# Marine Corps League, Department of Colorado

## Detachment Information Update Form

[www.mcleaguecolorado.com](http://www.mcleaguecolorado.com)

***This form is not to replace the Report of Officer Installation Forms. Report of Officer Installation Forms are still to be sent to the Department Adj/ Paymaster.*** This form is to be sent to the Department Web Master, and to be used to update your Detachment information on the Department Website!! This form is to be submitted no later than **April 1st** of each year to the Department Web Master. **All** Detachments are **required** to submit this form yearly. Without this information your Detachment will lose out on increased membership and a point of Contact for fellow League members and possible members. **NO general email addresses allowed!**

Detachment Name and Number			Website (if available)	
Office	Name	Phone	Address, City, ST, Zip	Email Address
Commandant				
Sr Vice Commandant				
Jr Vice Commandant				
Judge Advocate				
Adjutant				
Paymaster				
Chaplain				
Sgt-At-Arms				
Web Sergeant				
Meeting Date (i.e. 1 <sup>st</sup> Monday of each Month)	Meeting Time (i.e. 7:00 PM)	Meeting Location	Charter Date	Annual Dues

*Signature of Person Completing this Form:*

Signed by: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_

***Incomplete Forms will be Returned for Completion.***

***Remember: We know who has a Web Sergeant and who does not have a Web Sergeant! Date Due for this Form to be returned is April 1st of each year.***

**IMPROVISE – ADAPT – OVERCOME!**

**Mail this form to:**  
 Meg Krebs  
 1840 S. Steele St  
 Denver, CO 80210-3633

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