



# Marine Corps League

## Rocky Mountain Division

### Quarterly Report Outline

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Please complete the report and have it at ALL Department Staff meetings. This report will be **required** for all Quarterly Department Staff Meetings and the Annual Department Convention.

Sections I, IV & V are required to be completed by the Detachment Commandant or Department Commandant with the help of the Adj/Paymaster.

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 report to the National Commandant.



# Marine Corps League

## Department of \_\_\_\_\_ Rocky Mountain Division

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: \_\_\_\_\_
- \_\_\_\_\_

*Once a Marine - Always a Marine*

**04. Scholarship**

a. Number of applications forwarded = \_\_\_\_\_

b. Remarks: \_\_\_\_\_

\_\_\_\_\_

**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 of \_\_\_\_\_

b. Active member of the United Veterans Council

**D. Fund Raising**

01. Marine Rose Program: \_\_\_\_\_

02. Ship Store: \_\_\_\_\_

03. Other: \_\_\_\_\_

\_\_\_\_\_

**E. Other:** \_\_\_\_\_

**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. \_\_\_\_\_

c. \_\_\_\_\_

*Once a Marine - Always a Marine*

**B. Upcoming Events:**

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

**C. Past Events Attended:**

- 01. Quin Conference in January
- 02. Mid-Winter in February
- 03. Other: \_\_\_\_\_

**IV. Corporate Information (required)**

**A. Incorporation:**

- 01. Date Chartered: \_\_\_\_\_
- 02. Date of Incorporation: \_\_\_\_\_
- 03. Last Updated: \_\_\_\_\_
- 04. EIN: \_\_\_\_\_

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

	<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	_____	_____	_____
08. Paymaster	_____	_____	_____
09. Web Sergeant	_____	_____	_____

**V. Personal Observations:**

A. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Respectfully Submitted  
Semper Fidelis