



# 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

\_\_\_\_\_ 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 - \_\_\_\_\_

B. Veterans

- 01. Marines Helping Marines - \_\_\_\_\_
- 02. Marine for Life - \_\_\_\_\_
- 03. Homeless Veterans - \_\_\_\_\_
- 04. VAVS & VSO - \_\_\_\_\_
- 05. UVC or UVCC - \_\_\_\_\_

C. Community

- 01. Toys for Tots - \_\_\_\_\_
- 02. Legislative - \_\_\_\_\_
- 03. Other: \_\_\_\_\_

D. Fund Raising

- 01. Marine Rose Program - \_\_\_\_\_
- 02. Ship Store - \_\_\_\_\_
- 03. Other: \_\_\_\_\_

E. Other

- 01. \_\_\_\_\_
- 02. \_\_\_\_\_
- 03. \_\_\_\_\_

**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 - \_\_\_\_\_

B. Upcoming Events:

- 01. Department Convention in \_\_\_\_\_ on \_\_\_\_\_
- 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 \_\_\_\_\_ on \_\_\_\_\_
- 07. Marine Corps Birthday \_\_\_\_\_
- 08. Veterans Day \_\_\_\_\_

*Once a Marine - Always a Marine*

