

Department of North Carolina

Marine Corps League

Detachment Quarterly Report

*Fill this form out on the computer or print it out and manually fill it out
USING THE COMPUTER - See last page for helpful hints*

REPORTING PERIOD FOR YEAR OF:

(Select the reporting period below)

Third quarter

1 December to 28/29 February

First quarter

1 June to 31 August

Fourth quarter

1 March to 31 May

Second quarter

1 September to 30 November

Detachment Information

Please fill in completely. If not applicable, please state n/a.

On the Computer use the TAB key to advance through the form to make it easier.

Detachment name and number:

Primary City, County Detachment located in:

Official mailing address for Detachment:

Official Detachment 10-digit phone number (if applicable):

Official Detachment Website:

Official Detachment E-mail address:

Detachment annual tax filing (Only If applicable for the reporting cycle) mm/dd/yyyy

When did you last file your Detachment's 990-N?

When did you send a copy of the 990 to the Department Paymaster?

Detachment Report of Officer Installations (ROI's)

Have there been any Elected or Appointed Officer changes, or change in meeting date or location, to your Detachment since your last Quarterly report?

Yes No

Has your last change been submitted on the ROI to the Department Paymaster?

Yes No

Participating Life Membership (PLM) Audit

Was your Participating LIFE Membership (PLM) Audit completed and sent to the Department Paymaster by September 30?

Yes No

Detachment membership status

Please fill in the following cells:

My Detachment has:	From Last Quarterly National Report *	Det Numbers as of the end of this Report Date *
A. Total Life Members		
B. Total Honorary Active Duty Members		
C. Total Paid Up Regular & Associate Members		
D. Total Paid Up Members {A + B + C}		
E. Total Unpaid Regular & Associate Members		
F. Total Detachment Membership {D + E}		
G. % Paying Members Not in Good Standing {E/(C+E)}	%	%

* Your Detachment's current statistics

VAVS (Detachment's Veteran Related Service) Hours

TOTAL service hours your Detachment accumulated for this reporting quarter:

Total Volunteer Hours - See Last Page for Definition

TOTAL volunteer hours your Detachment accumulated for this reporting quarter:

Eagle Scout Awards Presented

TOTAL Eagle Scout Awards your Detachment presented for this reporting quarter:

Primary Contact Information

(Preferably Commandant and Adjutant, specify if other. At least one eMail address necessary for official correspondence)

Commandant's name:

Commandant's phone number:

H)

C)

Commandant's e-mail address:

Commandant's home mailing address:

name **:

phone number

H)

C)

eMail address

home mailing address:

** Change title if necessary

Miscellaneous Information

1. Detachment events during this Quarter.

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2. Enter any Detachment level awards presented during this quarter:

3. Make general comments here:

Respectfully Submitted By:

Name

Title

ADDITIONAL INFORMATION FOR THE DETACHMENT

The purpose of these quarterly reports is to compile Detachment activity data for the Department annual report which must be presented to the Mideast Division prior to the annual National Convention.

Who does this form go to in North Carolina? We would like to ensure that all Detachments are aware of who to exactly send mailings too. Below is a guideline for all Detachments to follow. Please make sure that all of your mailings go to the correct person below, regardless of what the official form says, as the processing of them 'may' be delayed if delivered to the incorrect Department of North Carolina Officer.

Department of North Carolina Transmittal Distribution

Forms and Reports	Responsibility	Frequency	Sent To *	Email Address @
Membership Transmittal	Paymaster	New Members / Renewals / Life Membership / Member Address Change	Department Paymaster District Vice Commandant	Paymaster@NCMCL.org
Report of Officer Installation	Adjutant (signed by Installing Officer and Adjutant)	Installation of Officers/Officer Change (signed at Installation by installing officer)	Department Paymaster Department Adjutant District Vice Commandant	Paymaster@NCMCL.org Adjutant@NCMCL.org
EIN 990 Tax Form	Paymaster	End of fiscal year (30 June but needs to be submitted by Sept 30 for reporting purposes)	Electronic to IRS Copy to Department Paymaster District Vice Commandant #	Paymaster@NCMCL.org
Department Quarterly Report	Adjutant	Quarterly (31 May, 31 August, 30 November, 28/29 February)	Department Adjutant District Vice Commandant #	Adjutant@NCMCL.org
PLM Annual Audit	Paymaster (signed by Commandant and Paymaster)	Yearly (after 30 June based on 30 June Roster of PLM) but no later than September 30	Department Paymaster	Paymaster@NCMCL.org
Changes of Point of Contact for All Elected Officers and appointed positions	Adjutant	As Required	Department Adjutant District Vice Commandant #	Adjutant@NCMCL.org
Death Notice	Chaplain	As Required	Department Chaplain District Vice Commandant #	ChaplainNC.Boyd@aol.com
Time that the qualified Detachment VAVS Officer spends on Veteran activities at a VA facility or VA qualified facility.	VAVS Officer	Report on the Quarterly Report	Department VAVS Service Officer District Vice Commandant #	KenP4444@yahoo.com
Quarterly Report	Commandant	Prior to each Quarterly Meeting	Department Adjutant District Vice Commandant #	Adjutant@NCMCL.org
Eagle Scout Awards	Eagle Scout Chair	Quarterly (31 May, 31 August, 30 November, 28/29 February)	Department Coordinator District Vice Commandant #	SSgtCDMinton@yahoo.com

* - Distribution is in addition to the distribution depicted on the forms provided by the National Office

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@ - Add your DVC's email address where required.

- Optional if your DVC has requested to receive a copy, add their email address in the next column for reference

Using the computer to fill this form and most PDF forms *No mouse is needed*

KEY Function

- TAB To move to the next question (section)
- Shift-TAB . . . To go back to the previous question (section)
- ARROW To move to an option within a question; i.e. YES or NO
- SPACE BAR . To select the highlighted option within a question 10 digits
To enter a phone # no other characters [(,), or -] are needed

When entering text, do not use ALL CAPS unless it is called for.
ALL CAPS SIGNIFIES THAT YOU ARE SHOUTING.
This form does not call for all caps anywhere.

Volunteer Hours Defined

Qualified Volunteer Hours. Examples to be included on detachment report:

- Time as an Honor Guard
- Scout (any scouting unit) ceremonies
- Community Services as part of a Detachment authorized activity
- Booth time at a community event (spring/summer/fall festival)
- National Organization Fund Raising (Hope for the Warrior, Wounded Warrior, USO, etc)
- Fund raising activity (includes planning meetings): golf tournament, gun raffle, Gunny Claus, mud run, running/swimming/biking event, etc.
- Detachment Fund Raising
- Community Fund Raising
- Toys-for-Tots (coordinator or helper)
- Participating in Veterans funeral (as firing detail, or Flag detail)
- Drive time to/from such events

Non-Qualified Volunteer Hours NOT to be included on the detachment report:

- Attending League meetings (Committee, Officers, Detachment, Department, Division, National)
- Attending a funeral (detachment member, veteran, friend, relative)

VAVS Hours to be included on the detachment report:

- Time that the qualified Detachment VAVS Officer spends on Veteran activities at a VA facility or VA qualified facility.