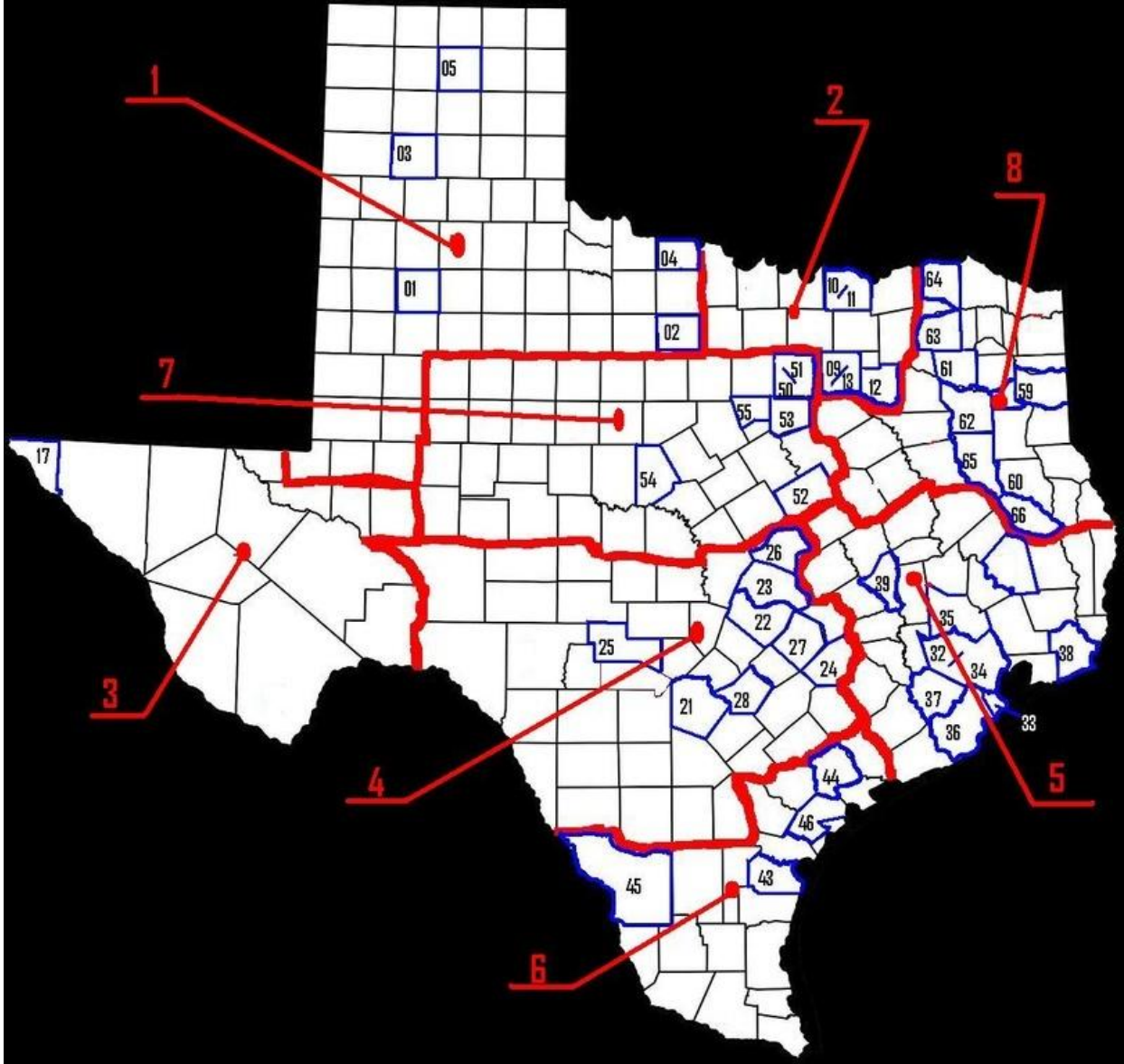


ENCLOSURE ONE

Department of Texas Marine Corps League DISTRICT OUTLINES



Adopted June 1971
Revised June 1983
Revised June 1984
Revised June 1991
Revised October 1993
Revised June 2004
Revised March 2005
Revised June 2015

(Change 5 – 6/2015)

DISTRICT 1:

Hawthorne #1349 Stinnett
North Texas #862 Graham
Red River Marines #997 Wichita Falls
Roan Creek #992 Amarillo
South Plains #519 Lubbock

DISTRICT 2:

Big D #316 Dallas
Capt. John Yancey #631 Dallas
LCpl Jacob R. Lugo #1300 Denton
Terrell #1338 Terrell
Texoma #929 Denison

DISTRICT 3:

Deane Hawkins #313 El Paso

DISTRICT 4:

Alamo #315 San Antonio
Cen-Tex #318 Austin
Colorado Valley #1028 La Grange
Hill Country #1051 Fredericksburg
Lost Pines Leathernecks #1384 Bastrop
Louis Wayne Qualls #1249 Temple
Teufelshunde of TX #1392 ... New Braunfels
Williamson County #1022 Georgetown

DISTRICT 5:

1st Sgt. Joyce Venable #1382 Beaumont
Alberto Angel Avalos #671 Houston
Brazoria County #982 Angleton
Brazos Valley #1391 Bryan
Eastex #779 Conroe
Galveston County #668 Galveston
McLemore #324 Houston
Sgt. James R. Tijerina #1295 Katy

DISTRICT 6:

Coastal Bend #430 Corpus Christi
Jack Ringel #540 Victoria
Laredo #895 Laredo
Mike N. Loosemore #1167 Blanconia

DISTRICT 7:

Bluebonnet #817 Ft. Worth
Comanche Peak #1297 Granbury
Heart of Texas #975 Waco
Longhorn #1069 Crowley
Pecan Valley #1170 Brownwood
Tarrant County #731 Ft. Worth

DISTRICT 8:

Hopkins County #1367 Sulphur Springs
Jacksonville #1381 Jacksonville
LCpl. Shane L. Goldman Mineola
Longview #959 Longview
Lufkin #1362 Lufkin
Pineywoods #1189 Nacogdoches
Rose City #1354 Tyler
Sgt. Jay M. Hoskins #1364 Paris

ENCLOSURE TWO

Department of Texas Marine Corps League AMERICANISM PROGRAM Instruction Sheet

Rules:

- All books will be bound books, scrapbooks or albums.

In order for Judges to evaluate the book/album, each book turned in must have:

- A completed “*Americanism Section Criteria*” form as the **first page** of the book/album;
- A Section Cover Sheet for all Sections applicable to your activities (1 through 12 available);
- A caption and date for all pictures, article, etc.;
- A page number on each page following each Section Cover Sheet.

Awards: Nine (9) Awards categorized by Membership Strength

| | | | |
|-----------------------|--------------------------|--------------------------|-------------------------------|
| Category 1: 15-49 | 1 st (plaque) | 2 nd (plaque) | 3 rd (certificate) |
| Category 2: 50-79 | 1 st (plaque) | 2 nd (plaque) | 3 rd (certificate) |
| Category 3: 80 & Over | 1 st (plaque) | 2 nd (plaque) | 3 rd (certificate) |

Books should either be mailed or brought to the State Convention in June (*usually the 3rd weekend of June*). All books will be available for pick up after judging and presentation of awards. *All Detachments are encouraged to enter.*

Book Should Include:

All activities (***from June 1st through May 31st of the current year ONLY***) that the Detachment hosted, supported, or participated in to further patriotism in their local, state, or national communities.

EXAMPLES of activities would be:

Christmas Parties • Detachment Marine Corps Birthday Ball
Detachment participation within your community • Installations • Memorial Day Services
Membership & Recruiting Programs • Newspaper Articles
Participation with other veterans’ organizations (Marine Divisions, American Legions, etc.) • Parades
Pictures of Marines or Leaguers supporting other organizations (Elks, VFW, etc.)
Scholarship Presentations • Scouting Activities • Socials • Sports or School Programs
Toys for Tots Activities • VAVS Activities • Veterans’ Day Services
Young Marines Activities • Youth Programs

Contact for information or clarification:

*Americanism Committee Chairperson Department of Texas
Name and contact information located on web site www.texasmcl.org
Or Department Commandant*

The Americanism Instruction Sheet, Americanism Section Criteria Form, and Section Cover Sheets are also available on the web at www.texasmcl.org.

ENCLOSURE TWO
Americanism Section Criteria

Detachment Name: _____ **#:** _____

Department of Texas State Convention _____ **(year)**
Membership Strength: _____ **(ALL Members)**

The Americanism books will be organized in *SECTIONS* with the appropriate documentation. Each **Section** will have a cover sheet explaining the contents of that **Section**. Not all Detachments will cover every **Section**.

The Detachment Commandant and Americanism Chairman MUST sign this page.
This will be the **first** page in your book.

Your Americanism book must be delivered to the Americanism Chairman or turned in at the MCL Registration Desk set up by the sponsoring Detachment **NO LATER THAN NOON ON FRIDAY** of the Convention, with judging to take place the same afternoon.

Books will be available for pick up after the Americanism Awards are presented at the MCL Business Meeting on Saturday.

Detachment Commandant

Detachment Americanism Chairman

**THIS FORM MUST BE THE FIRST PAGE OF YOUR
AMERICANISM BOOK AND SIGNED**

ENCLOSURE TWO
Americanism Sections

- Section 1 - PARADES OR SPECIAL EVENTS TO CELEBRATE NATIONAL HOLIDAYS**
- Section 2 - HONOR GUARDS/FUNERAL DETAILS**
- Section 3 - YOUTH**
- Section 4 - AMERICANISM PROGRAMS**
- Section 5 - CHARITY DRIVES**
- Section 6 - ASSISTING VETERANS**
- Section 7 - SCHOLARSHIPS**
- Section 8 - THE DETACHMENT**
(Chaplains of Four Chaplains & Programs for Veteran Children)
- Section 9 - CONVENTIONS AND MID-WINTER RALLIES**
- Section 10 - MILITARY EXPOS/LEGISLATIVE CORRESPONDENCE**
- Section 11 - HELPING MARINES**
- Section 12 - DETACHMENT**

ENCLOSURE THREE

Department of Texas Marine Corps League BERNARD JOSEPH SHEELER VAVS AWARD

Veterans Affairs Volunteer Service (VAVS):

The Department of Veterans Affairs Voluntary Service (VAVS) was officially founded in 1946 as a program to provide for our nation's veterans while they are cared for by VA health care facilities. VAVS is the largest volunteer program in the Federal government. More than 350 national and community organizations support VAVS. Since 1946, VAVS volunteers have donated 482 million hours of service.

As VA has expanded its care of veteran patients into the community, volunteers have become involved. They assist veteran patients by augmenting staff in such settings as end of life care programs, foster care, community-based volunteer programs, hospital wards, nursing homes, and veteran outreach centers.

VAVS volunteers are special and generous people. They and their organizations annually contribute an estimated \$40 million in gifts and donations. In FY 1999, all VAVS volunteers contributed a total of 13,420,738 hours of service to veterans. Monetary estimates aside, it is impossible to calculate the amount of caring and sharing that these VAVS volunteers give to veteran patients. VAVS volunteers are a priceless asset to America's veterans and to VA. (The foregoing was copied from the VAVS web site on 11/29/00.)

Bernard Joseph Sheeler VAVS Award:

The Department of Texas Marine Corps League offers an award to those members who render distinguished service to veterans through the Veterans Affairs Volunteer Service (VAVS). The department award is given to commemorate the services given by Bernard Joseph Sheeler. Marine Sheeler was a Life Member of the Marine Corps League and served the League in Ohio before moving his membership to Texas in 1972. At the time of his demise in 1997, Marine Sheeler had recorded more than 32,000 hours of volunteer service to VAVS. While drawing 100% disability from the Department of Veterans Affairs it was determined that anyone who could work that many hours could hold down a full time job and his disability benefits were subsequently reduced. Although urged by many Veterans Service Officers to appeal the ruling of the VA, he declined because he was concerned he may be stopped from doing the volunteer work he so dearly loved. He accepted the VA ruling to lower his disability benefits so he might continue working for the VAVS. The Department of Texas VAVS award is given to remember Bernard Sheeler's spirit and love in serving his fellow man.

Nominees for the award:

Nominees for the award will be members of the Marine Corps League, Department of Texas, and contribute their service and time on behalf of the Marine Corps League. Nominees for the award should be submitted to the Department Awards Chairman (the incumbent Department Senior Vice Commandant) no later than April 30 of each year. The award will run from May 1 of the previous year. Considerations will be given only to this one-year time frame. Nominations may be submitted by anyone and should be made in the form of a written letter. The letter should be legible and should give the most comprehensive evaluation possible of the nominee's contribution to the VAVS endeavor. The

ENCLOSURE THREE

nomination should define the nominee's devotion to the values of the VAVS. Consideration should be given to the nominee's:

- Man hours worked (as documented by VAVS)
- Visits to VA Medical Centers, nursing homes, or homebound veterans
- Travel distances to places of service
- Leadership in bringing others to the service

Any acknowledgements that lend credibility to the nominee's service, such as letters from administrators, doctors, or any other testimonials, should be included with the nomination.

The award:

The Department Awards Chairman and VAVS Chairman will evaluate nominations for the award. They may use their discretion to include other persons to assist them in making evaluations and determining a recipient of the award. The award shall be given as a Marine Corps League plaque and a Marine Corps League Distinguished Service Medal. The plaque shall be engraved to read:

Presented in Memory
of
Bernard Joseph Sheeler
to
Recipient's Name
for your generous contributions to
Veterans Affairs Volunteer Service

The award shall be presented by the Department Commandant at an "Awards Ceremony" conducted during the Department of Texas Convention held in June.

A perspective view of the award:

The primary purpose of giving this award is to bring recognition to the Veterans Affairs Volunteer Service and to profile the service itself in the highest esteem. This award should be viewed as an acknowledgement of all those persons who make generous, unselfish contributions to the VAVS. Although the award singles out an individual recipient, it should in no way diminish the generous contributions made by everyone who gives of their self to the service. Everyone who contributes to the volunteer service should be recognized and applauded for their generosity. There are simply only winners where one gives of their self to his fellow man.

This document includes revisions approved at the Department of Texas Convention on June 9, 2001.

ENCLOSURE THREE

Department of Texas Marine Corps League ACTIVITIES AWARD

The Department of Texas Awards Committee will present awards to detachments in recognition of their activities for the Good of the League and for membership recruiting. The preliminary means of measurement for the awards shall be the **Monthly Membership and Activity Report** forms submitted by detachments. Reports should be sent to the Chairman of the Awards Committee (Department Senior Vice Commandant) and copies should be sent to the Department Commandant. Reports should be sent monthly, but may be sent in aggregate so long as all reports are received by the Committee Chairman by May 15th. The reporting period for the activities include the time between May 1 through April 30 prior to Department Convention. Awards will be presented at the Department Convention. Presentation of the awards will be made by categories of detachment sizes (which is the total number of ALL – regular plus associate – paid up members) as follows:

CATEGORY ONE: (15-49 Members)

- 1st Place: Plaque
- 2nd Place: Certificate
- 3rd Place: Certificate

CATEGORY TWO: (50-79 Members)

- 1st Place: Plaque
- 2nd Place: Certificate
- 3rd Place: Certificate

CATEGORY THREE: (80 or more Members)

- 1st Place: Plaque
- 2nd Place: Certificate
- 3rd Place: Certificate



Marine Corps League Department of Texas Detachment Activity Report



Submit Form

| Month | Year | Detachment Name | Detachment # | Category <small>(For Official Use Only)</small> |
|-------|------|-----------------|--------------|--|
| | | | | |

| Activity | Date | Level <small>1=Det. 2=Dept. 3=Division 4=National</small> | Number of Members Present | Score |
|----------|------|--|---------------------------|-------|
| | | 0 | | 0 |
| | | 0 | | 0 |
| | | 0 | | 0 |
| | | 0 | | 0 |
| | | 0 | | 0 |
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| | | 0 | | 0 |
| | | 0 | | 0 |
| | | 0 | | 0 |
| | | | Total | 0 |

How to Score Activities

| | |
|------------------------|----------------------------------|
| Detachment Level Event | 5 pts + 1 point per participant |
| Department Level Event | 10 pts + 1 point per participant |
| Division Level Event | 15 pts + 1 point per participant |
| National Level Event | 20 pts + 1 point per participant |



Marine Corps League Department of Texas Detachment Activity Report



| Charitable Donation Given to: | Date | Amount | Score |
|-------------------------------|------|--------|----------|
| Cam Posey | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| | | | 0 |
| Total | | | 0 |

How to Score Donations

| | |
|-----------------|---------------------|
| Cam Posey | 10 points per \$100 |
| Other Donations | 5 points per \$100 |

| New Members | Date | Recruited by | Score |
|--------------|------|--------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | | | 0 |

How to Score New Members

| | |
|------------|--------------------------|
| New Member | 10 points per New Member |
|------------|--------------------------|

| Submitted by: | Date | | Total |
|---------------|------|--------------|----------|
| Printed Name | | Activities | 0 |
| | | Donations | 0 |
| | | Membership | 0 |
| | | Total | 0 |

ENCLOSURE THREE

Department of Texas Marine Corps League MARINE OF THE YEAR

This award shall be presented to a regular member of the Department of Texas who has rendered service that distinguishes themselves above and beyond the duties and obligations normally expected of membership in the Marine Corps League. Any member of the Department of Texas may originate the nomination of a candidate for this award. The nomination of a candidate shall be made in letter form, either typed or legibly hand written, and shall be signed by at least four members in good standing, two of which must be from the nominee's home detachment. The nomination letter must indicate the nominee's detachment name and all signers of the nomination letter must indicate the name of their detachment. The letter of nomination should clearly describe the candidate's achievements and contributions that have served to bring acclaim and prestige to the Marine Corps League or United States Marine Corps and/or have enhanced or furthered the concepts of duty as a citizen of the United States of America. The letter of nomination should stress and emphasize the nominee's achievements and contributions for the most recent year but may also include supplemental information about the nominee's merits beyond that period. The letter may be augmented by attached endorsements or affidavits, such as newspaper accounts of a deed or deeds, but such endorsements are not required. Nominations may be submitted to any member of the Marine of the Year Society but must be received by a member of the society no later than May 1 of the current year. (See Administrative Procedures Section 300) *Change 1-04*

ENCLOSURE FOUR

Department of Texas Marine Corps League CAM POSEY MEMORIAL SCHOLARSHIP FUND

The Cam Posey Memorial Scholarship Fund grants scholarships in the amount of \$300 to qualified individuals to attend college or rehabilitation within the State of Texas in the order of need and preference as follows:

1. Sons and daughters of Marines who have lost their lives in the line of duty;
2. Sons and daughters of active members of the Department of Texas, Marine Corps League, or Marine Corps League Auxiliary;
3. Grandchildren of active members of the Department of Texas, Marine Corps League, or Marine Corps League Auxiliary;
4. Members of the Department of Texas, Marine Corps League, Marine Corps League Auxiliary, or any honorably discharged marine in need of rehabilitation training not provided for in government programs.

Requirements for obtaining a scholarship:

1. A letter from the applicant's high school concerning the student's ability, with a transcript of grades and a recommendation as to further education;
2. A letter from the applicant with a brief life history, choice of studies, and college preference. A recent photograph (wallet size desired) of the applicant is to be attached and any connection with the Marine Corps League or United States Marine Corps, if any, should be noted;
3. Applicant must submit a **hand written** essay of approximately 250 words on the subject of "Americanism";
4. Proof of the applicant's acceptance in an institute of higher education (preferred) or a letter from the applicant's high school counselor stating intent;
5. Completion of the application on the reverse side of this page.

Information required on application for renewal (for prior recipients):

1. Letter requesting renewal (deadline for submission is **May 1**, annually);
2. Copy of last semester grades;
3. Proof of acceptance in an institute of higher learning.

THE DEADLINE FOR SUBMISSION OF THE APPLICATION OR RENEWAL REQUEST IS MAY 1, ANNUALLY

Mail the completed application/renewal request letter by **MAY 1**, annually, to the Department Scholarship Chairman. Address and contact information can be found on the Department of Texas web site www.texasmcl.org or by contacting the Department Commandant.

This instruction document and application form is also downloadable at www.texasmcl.org.

(Over)

ENCLOSURE FOUR

Attach Photograph Here

**Department of Texas Marine Corps League
CAM POSEY MEMORIAL SCHOLARSHIP FUND**

FULL NAME OF APPLICANT: _____

ADDRESS: _____
Street/Rural Route/PO Box City State Zip Code

Telephone: () _____ Date of Birth: _____ Marital Status: _____

Name of Marine by which applicant is eligible: _____

Detachment Name: _____ Auxiliary Unit Name: _____

Brief statement of military service of qualifying Marine: _____

Profession or occupation of father: _____

Profession or occupation of mother: _____

Number of children in family: Under 18 years of age: _____ Over 18 years of age: _____

Date of graduation from High School: _____

Address: _____
Street City State Zip Code

Name and address of Institute of Higher Education that applicant plans to attend:

Have you been accepted by this Institute of Higher Education? _____
(Please attach a copy of the letter of acceptance or a receipt for registration fees paid.)

What special recognition, if any, did you receive for academic excellence in High School? List all Honors or other Awards. (Please attach additional pages as necessary.) _____

List your extracurricular activities in High School. Include participation in athletics, publications, school plays, debate, club work, band, choir, Student Council, etc. List any offices you held or any special recognition you received. (Please attach additional pages as necessary.) _____

Applicant's Signature: _____ Date: _____

Note to Applicant: Please insure that all required documentation is attached to this Application. Forward Application and all required documents to the Department of Texas Scholarship Committee Chairman. Address and contact information can be found on the Department of Texas web site www.texasmcl.org or by contacting the Department Commandant.

(Change 3 – 10/8/2005)

ENCLOSURE FIVE

Department of Texas Marine Corps League YOUTH ACTIVITY REPORT



DEPARTMENT OF TEXAS YOUTH ACTIVITY REPORT

1. **The Department of Texas Youth Activity Report:** A monthly report ,submitted by each Detachment, reporting all youth activities conducted by the Detachment during the past month.
2. **Purpose:** Is to provide statistics to the Department Commandant in regards to all youth activities being conducted in the Department of Texas. These statistics will be report to the National Commandant at the National Convention.
3. **Directions:** Type or print the require information in each selection and forward it to the current Department of Texas, Youth Activity Staff Officer.

Required information is indicated in **RED**.

| | | | | |
|---------------|--------------|------------------|--------------------|------------|
| MONTH: | YEAR: | DISTRICT: | DETACHMENT: | No. |
|---------------|--------------|------------------|--------------------|------------|

YOUNG MARINE ACTIVITIES

| DATE | ACTIVITY | NO. YOUNG MARINES PRESENT |
|-------------|-----------------|----------------------------------|
| | | |

EAGLE SCOUT AWARDS

| DATE | NAME OF SCOUT | TROOP NUMBER |
|-------------|----------------------|---------------------|
| | | |

OTHER YOUTH ACTIVITIES

| DATE | YOUTH ORGANIZATION | ACTIVITY | No. Participating |
|-------------|---------------------------|-----------------|--------------------------|
| | | | |

Submitted By:

Date:

Report should be submitted monthly if possible within 15 days of the end of the month. The last report of the fiscal year must be sent to the Youth Activity Staff Officer no later that the 15th of May. Negative reports for the month should also be submitted.

For current Department Staff Officers look on website www.texasmcl.org.

ENCLOSURE FIVE



DEPARTMENT OF TEXAS YOUTH ACTIVITY REPORT

| | | | |
|---------------|--------------|------------------|--------------------|
| MONTH: | YEAR: | DISTRICT: | DETACHMENT: |
|---------------|--------------|------------------|--------------------|

YOUNG MARINE ACTIVITIES

| DATE | ACTIVITY | NO. YOUNG MARINES PRESENT |
|------|----------|---------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

ACTIVITIES: Parades, Ceremonies, Color Guards, Recruit Graduation, Etc.

EAGLE SCOUT AWARDS

| DATE | NAME OF SCOUT | TROOP NUMBER |
|------|---------------|--------------|
| | | |
| | | |
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| | | |
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| | | |

OTHER YOUTH ACTIVITIES

| DATE | YOUTH ORGANIZATION | ACTIVITY | No. Participating |
|------|--------------------|----------|-------------------|
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |

YOUTH ORGANIZATIONS: Boy scouts, Girl scouts, JROTC, Youth Physical Fitness, Etc.

Submitted By:

Date:

ENCLOSURE FIVE



DETACHMENT NAME
MARINE CORPS LEAGUE
CITY, STATE ZIP



The Marine Corps League supports the Boy Scouts of America as they promote traditional family values to America's youth.

Our Eagle Scout Award Program is in place to recognize the achievement of our youth in attaining Scouting's highest award.

Every scout who reaches the rank of Eagle Scout is presented a citizenship award. The ceremony is usually held in conjunction with his local troop's Court of Honor ceremony.

The _____ Detachment of the Marine Corps League supports the _____ and _____ area of the _____ Council.

Upon request, a Marine from the _____ Detachment will attend your next Eagle Scout Court of Honor and present a Good Citizenship Award Certificate from the Marine Corps League to your new Eagle Scout.

To initiate recognition by the Detachment, the supporting Boy Scout Troop should submit a request to the Detachment by completing the form below.

Commandant

Detachment

Marine Corps League
(web site for Detachment)

ENCLOSURE FIVE



**DETACHMENT NAME/NO.
MARINE CORPS LEAGUE
CITY, STATE ZIP**

EAGLE SCOUT GOOD CITIZENSHIP AWARD APPLICATION

(Please Print or Type all information)

Eagle Scout's Name: _____ Troop # _____

Address: _____

City: _____ State: _____ Zip Code: _____

Requestors Name: _____

Primary Phone: _____ Circle: _____ Day Evening Cellular

Secondary Phone : _____ Circle: _____ Day Evening Cellular

Email Address: _____

Name as it will appear on Certificate: _____

Eagle Scout of Honor Date: _____ Time: _____

30 days notice is necessary for presentation of certificate.

Personal Presentation: Every effort will be made to have a Marine present to make the official award presentation.

Mailing: The award certificate will be mailed early enough to be included in the Eagle's Award Booklet.

MAILING ADDRESS FOR CERTIFICATE

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Location of eagle court of Honor:

Address: _____

City: _____ State: _____ Zip Code: _____

Are there any special directions to this location? _____

Mail to:

Detachment Commandant
Address
Phone

Email to:

Commandant's email

(You will receive a confirmation email stating your application was received.)

Official invitations may be mailed to this address.

ENCLOSURE FIVE



**DETACHMENT NAME/NO.
MARINE CORPS LEAGUE
CITY, STATE ZIP**

**Eagle Scout Name
Address
City, State Zip**

Dear (Scout Name):

The Marine Corps League has long regarded the program of the Boy Scouts of America as in support of the Preamble of the Constitution of the League. The League supports the Boy Scouts of America as they promote traditional family values to America's youth. The Marine Corps League participates in Scouting through assistance with units, districts, and councils, in community projects, merit badge programs, and special recognition of Eagle Scouts.

On behalf of the _____ Detachment, Marine Corps League, (City, State) I want to congratulate you on your achievement of attaining the coveted title of Eagle Scout.

I know that only through your perseverance and dedication to the purpose and principles of the Boy Scouts of America have you been able to attain this... your goal of Eagle Scout.

Again, Congratulations and Semper Fidelis.

**(Commandant's Name)
Commandant, _____ Detachment
Marine Corps League
(City, State)**

ENCLOSURE FIVE

BOY SCOUT COUNCILS IN TEXAS

| Name | Address | Telephone Number |
|--------------------------|--|------------------|
| Texas Trails Council | 1208 N. 5 th St., Abilene , TX 79601 | (325) 677-2688 |
| Golden Spread Council | 401 Tascosa Rd., Amarillo , TX 79124 | (806) 658-6500 |
| Capital Area Council | Interstate 35 Frontage Rd., Austin , TX 78753 | (512) 926-6363 |
| Buffalo Trail Council | 1101 W. Texas Ave., Midland , TX 79701 | (432) 570-7601 |
| Circle Ten Council | 8605 Harry Hines, Dallas , TX 75235 | (214) 902-6700 |
| Yucca Council | 7601 Lockheed Dr., El Paso , TX 79925 | (915) 772-2292 |
| Bay Area Council | 3020 53 rd St., Galveston , TX 77550 | (409) 744-5206 |
| Sam Houston Area Council | 2225 N. Loop W. Fwy., Houston , TX 77008 | (713) 659-8111 |
| South Texas Council | 700 Everhart Rd., Corpus Christi , TX 78411 | (361) 814-3993 |
| Three Rivers Council | 4650 Cardinal Dr., Beaumont , TX 77705 | (409) 842-5240 |
| NeTseO Trails Council | 3787 NW Loop 286, Paris , TX 75460 | (903) 784-2538 |
| Alamo Area Council | 2226 NW Military Hwy., San Antonio , TX 78213 | (210) 341-8611 |
| Caddo Area Council | 24 Lynnwood Dr., Texarkana , TX 75503 | (903) 793-2170 |
| East Texas Area Council | 1331 E. 5 th St., Tyler , TX 75701 | (903) 597-7201 |
| Northwest Texas Council | 3604 Maplewood Ave., Wichita Falls , TX 76308 | (940) 696-2735 |
| Longhorn Council | 850 Cannon Dr., Hurst , TX 76054 | (817) 231-8500 |
| South Plains Council | 30 Briercroft Office Park, Lubbock , TX 79412 | (806) 747-2631 |
| Texas Southwest Council | 104 Veterans Memorial Dr., San Angelo , TX 76902 | (325) 655-7107 |
| Rio Grande Council | 6912 W. Expressway 83, Harlingen , TX 78552 | (956) 423-0250 |

These Councils can be contacted and you can provide them with information about the Eagle Scout Award Certificate. You can also get information about how many districts they have and what troops are in each district. A lot of this information can also be secured online.

ENCLOSURE SIX

Department of Texas Marine Corps League PLANNING A CONVENTION/STAFF MEETING

GUIDELINES

Any Detachment in the Department of Texas may make a formal or informal bid to host a Department Convention or Staff Meeting. It is desired that the bids be received ***ONE YEAR IN ADVANCE***.

Before you start to plan and submit a bid for a State Convention or Staff Meeting, it is important to understand that a great deal of time, labor, and patience will be required. If you are still willing to proceed, then have your Detachment vote on it at a regular business meeting.

Once that is done, you must form a local Convention Committee. The following outlines the officers of that committee and their respective duties:

Committee Chairman –

Conducts all meetings and supervises the total effort of the committee.

Committee Co-Chair –

Assists the Chairman, conducts meetings in the absence of the Chairman, handles special assignments.

Committee Secretary –

Keeps minutes of all meetings, as well as copies of all contracts.

Committee Treasurer –

Receives all funds, pays all bills (should be paid by check, keeps copies of all contracts).

Activities Chairman –

Acts as liaison with Department Convention Committee, acts as troubleshooter, plans convention activities, acts as liaison with the hotel.

The **Host Detachment** must provide the following:

- ❖ On site adequate meeting rooms for the Department, Marine Corps League Auxiliary, Devil Dogs, and Devil Dog Fleas;
- ❖ A Hospitality Room with adequate refreshments (food and beverages);
- ❖ Complimentary rooms and the banquet meal for the invited VIPs and/or guests of honor;

The hotel should be made aware of who the VIPs are and due consideration should be given on the room selection, cleanliness, location, etc.

Traditionally, the Host Detachment has made certain that a basket containing snack foods such as cheese, crackers, fruit, and/or a bottle of wine is delivered to the VIP guest rooms.

(When preparing the basket, take into consideration whether your guests are flying or driving to the Convention. If they are flying you might want to replace the basket with some other type of container and fill the container with items that will fit into their suitcase.)

- ❖ Complimentary rooms for the Department Commandant and the Department Auxiliary President;
- ❖ Complimentary banquet meal for the Department Commandant and the Department Auxiliary President and their companions;
- ❖ Adequate accessible Registration Room free of interference for the full period of registration that can be secured;
- ❖ Attendance convention streamers for Detachments represented at the State Convention;
- ❖ An official Convention Badge, designed and provided only to those attendees who have paid their registration fees; and
- ❖ Registration diddy bags.

The **Host Detachment** will liaison with the Department Convention Committee Chairman when all arrangements have been completed, for approval and further instructions. *This must be accomplished ninety (90) days prior to the Convention/Staff Meetings as per the Bylaws.* The **Host Detachment** will notify all Detachments and Auxiliary Units in the Department of Texas via mail, providing information about the hotel, restaurants, meeting rooms, committee meetings, etc.

REGISTRATION FEES...

For the annual Department Convention for members of the League – five dollars (\$5);

For the annual Staff Meeting – five dollars (\$5);

For the Texas Marine Corps League Auxiliary – will be set by the Auxiliary.



All persons entering the Hospitality Room must pay this fee in advance. The registration fee collected is to be utilized by the Host Detachment/Auxiliary Unit at their discretion.

INSURANCE COVERAGE...

is available at no charge. **Host Detachment** must notify the Department Paymaster of the need for coverage.

HOTEL SELECTION...

Carefully read your National and Department Bylaws so that you can eliminate those hotels that do not have enough rooms or are not handicapped accessible. Things to look for in selecting a hotel are:



- ❖ Number of rooms available;
- ❖ Number of handicapped rooms available;
- ❖ Restaurants in the hotel and in close proximity (price of food • quality of food • quality of service);
- ❖ Elevators;
- ❖ Check in/out service;
- ❖ Bellhop service;
- ❖ Parking (parking should be free; valet parking is permitted);
- ❖ Gift Shop (prices • variety of items • hours of operation);
- ❖ Swimming pool;
- ❖ Rooms (price • cleanliness • size • comfort • number of occupants permitted per room);
- ❖ Transportation to and from hotel (cost • hours of operation);
- ❖ Meeting rooms (to be gratis • size • adequate number • comfort);
- ❖ Access to wheelchairs for possible use during convention.

In negotiating with the hotel you should arrange to have banquet, meeting rooms, and rooms for the Department Commandant and Department Auxiliary President *gratis*. Also try to obtain one free room for a certain number of rooms that the convention books (*a rule of thumb is one free room for every fifty rooms rented out*). The hotel should also provide gratis one night's lodging for each member of the League and Auxiliary Department Convention Committee for onsite inspection prior to the convention.

PROGRAM BOOK...

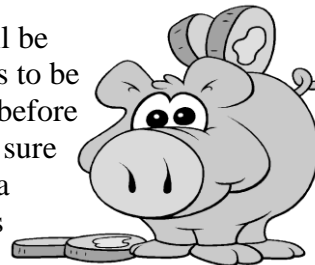
If the **Host Detachment** plans to have a program book, try to obtain greeting letters from:

- *National Commandant • National Auxiliary President*
- *Southern Division Vice Commandant • Auxiliary Southern Division Vice President • Department Commandant*
- *Auxiliary President, • State Governor • Mayor of host city*
- *President of the Chamber of Commerce of host city, and*
- *the Hotel Manager.*



FUND RAISING...

Only the **Host Detachment, Unit, and State Auxiliary** will be permitted to have fundraisers. If your raffle or auction prize has to be shipped to the winner, advise them on how long it should take before they receive it. Check with the shipper and the winner to make sure it was delivered and that it was in good condition. Try to have a unique and quality prize that will appeal to the ladies as well as the men. Include tickets to each Detachment and Unit in the convention packets and keep a record of where they went. Many members cannot attend the convention but may want to participate in the raffle. Try to sell tickets at the convention right up to the start of the banquet *but not during the banquet.*



ADDITIONAL COMMITTEES...

Make use of committees to take care of anything you offer that is not the responsibility of the **Activities Chairman**. The following committees and their duties are suggested:

- ❖ **CONVENTION BOOK Committee**
Is in charge of ad sales, selects a printer, helps printer in the layout of the book.
- ❖ **DEVIL DOG AND FLEA Liaison**
Works closely with the Pack Dog Robber and Big Flea to insure that their needs are met (areas for growls, meetings, and initiations should be made available).
- ❖ **EVENTS Committee**
Keeps track of who has registered and paid for the events that you have planned, has tickets printed for these events, distributes tickets to members as they arrive, handles seating arrangements.



❖ ***FLORAL Committee***

Arranges for corsages and other flowers that may be needed other than those for the memorial services, makes table decorations.

❖ ***FUND RAISING Committee***

Selects the prizes which are to be raffled or auctioned, has the tickets printed and distributed, keeps track of who has tickets and how many.

❖ ***HEADQUARTERS Committee***

Operates headquarters of the **Host Detachment**, provides information on restaurants, shopping, churches, hospitals, local transportation, location of events, meeting rooms, etc.

❖ ***MEMORIAL Committee***

Selects the location site where the Memorial Service is to be held (a large meeting hall is acceptable), obtains flowers and candles for the service, works with the Department Chaplain in the selection of music if needed.

❖ ***PROTOCOL Committee***

One of our weaker points is the lack of proper protocol when we have Distinguished National Officers and guests visiting our Departments/ Detachments.

Many times a National Officer, upon request, travels hundreds of miles to be our guest and to help improve our organization, enlighten us, and update the news wherever possible, yet his/her official visit is handled as though those concerned do not care whether or not he/she was present.

A Distinguished Guest Chairperson should be appointed – one who knows how to handle such an assignment. He/she should see that the visiting dignitaries are given a warm welcome.

The visiting National Officer or guest should be provided with a detailed itinerary of events he/she is expected to participate in, including suggestions for proper dress for the occasion. If the visiting National Officer or guest is to serve as a speaker, he/she should be advised in advance of a special topic, how long the talk should be, or a question and answer session.

Under all circumstances he/she should be assigned an aide to insure he/she arrives at the designated locations on time. Remember, he/she will not be familiar with your city in most cases.

Seating arrangements for the banquet can be done in two different ways for the head table:

If you use the ***HEAD TABLE*** facing the assembly, make sure you sit your special guest on the right of the podium (to your left as you face it).

Lately, the preferred method is the ***ROUND TABLE*** or facing each other with the tables close to the podium.

Remember, your guest should be treated as though you were inviting him/her to your home.

It should be noted that the invited National Officer and his/her spouse or guest are responsible for their transportation expenses to and from their point of origin.

❖ **PUBLICITY Committee**

Is responsible to notify the news media of the convention and to assist them in any coverage they wish to provide.

❖ **TRANSPORTATION Committee**

Works closely with **Activities Chairman** to obtain transportation for all tours, picks up all dignitaries, provides transportation for emergencies, picks up any last minute items (should have access to a van or large type vehicle).

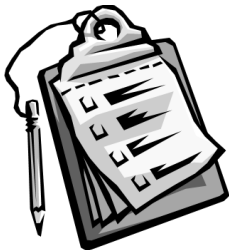
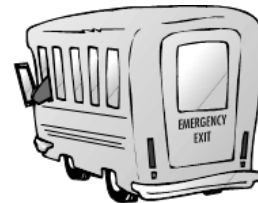
Last but not least...

Instruct the hotel staff as to what you will need from them and give them time to meet your needs. If possible, try to arrange for a breakfast buffet each morning.



Reconfirm with all entertainment and chartered transportation at least a week before the convention.

Make sure that everyone who has a role in the convention knows what they are supposed to do.



Make a checklist of everything you have planned and what you need to do. Refer to it often and recheck everything to make sure that you have done everything possible to have a successful event.

❖ **Plan, Plan, Plan, and have a good time.**

❖ **Do your best and don't worry if something goes wrong or has to be changed; stuff happens.**

❖ **Anytime you are dealing with anyone other than Marine Corps League personnel, be certain to have signed contracts on everything!**

❖ **Be in contact with the Convention Chairman once a week and more frequently as required.**

Remember Murphy's Law:
If something can go wrong... it will!



CONVENTION PLANNING TIMELINE

18 Months

Begin Planning (Gain the support of your Detachment and other Detachments. Get all the help you can; you will need it.)

Appoint Convention Chairman (Appoint an individual who is extremely trustworthy. He/she is representing not only your Detachment, but is the point of contact for the entire Marine Corps League.)

Set Up a Bank Account



12 Months

Present Proposal to the Department (It should include Who, What, When, And Where. Give all the information on cost that you have.)



6 Months

Meet with Chamber of Commerce, Government Officials, Hotels, and Restaurants (Get their ideas and bids for holding the Convention. Make sure meeting room and banquet hall meet your requirements. Handicap access is required. Get their best deal and secure **signed contracts.**)

Prepare raffle tickets if applicable.



4 Months

Contact Local Businesses for Donations (food, drink, beer, items for auction/raffle)

Solicit Ads and Begin Preparation of Convention Program

Order Attendance Streamers for Participating Detachments



3 Months

Begin Search for Guest Speaker and Other Guests (Lodging and meal are to be provided for speaker and guests. Transportation is negotiable.)

Plan for Early Bird Activities and Door Prizes

Plan for Registration Desk (location, personnel, diddy bags, maps of local area, information on local points of interest, etc.)

Send out Pre-Registration Packages (to all Detachments, including information on registration, hotel registration, banquet pre-registration, schedule of events, contact person with phone number and address, etc.)

****Ninety days prior to Convention: Present final plans to the Department Convention Chairman for approval and suggestions (as per Bylaws).***

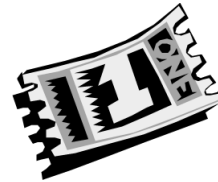


2 Months

Plan Hospitality Room (food and drink)

Prepare Door Prizes

Prepare Banquet Tickets (and any other tickets required)



1 Month

Obtain a Welcome from the Mayor, City Council, or other Government Leaders



2 Weeks

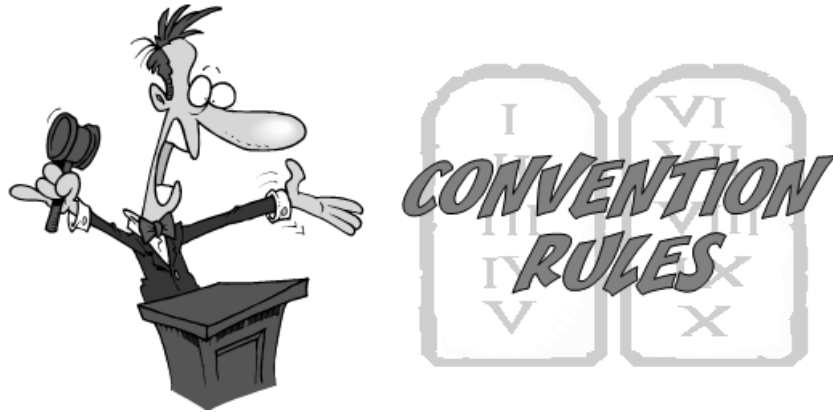
Prepare Name Tags and Holders



1 Week

Secure a Safety Deposit Box from Hotel
(to protect valuables and cash)





Business sessions will begin promptly as scheduled and shall be conducted under the prescribed Ritual of the Marine Corps League.

Marine Corps League Bylaws and Administrative Procedures and the Roberts Rules of Order shall prevail at all times.

Only members wearing the official Convention Badge will be permitted in the Convention Hall.

Members of the Marine Corps League who are registered as Delegates, National Officers, and Past National or Department Commandants shall have the right to speak on the floor.

The “Chair” may admit visitors only after declaring the meeting under the “Good of the Order,” and again declaring the meeting “Open for Transaction of Official Business” after their departure.

*Attendees desiring permission to enter or leave the Convention Hall shall present themselves to center and salute the chair. When the salute is returned, permission is granted.
(Keep in mind that Marines do not salute unless covered.)*

The “Chair,” no matter by whom occupied, shall always be addressed “Sir Commandant” or “Madam Commandant.”

The “Chair” shall not accept a Motion for the Question until such time as a sufficient number of speakers representing opposing views have expressed their views.

*No Delegate shall be permitted to speak more than twice on a given issue.
A time limit of three minutes will be imposed on each speaker.*

*When a Point of Order is raised, the Department Judge Advocate will
render an opinion and the “Chair” will make the ruling.*

*Nominating speeches will be held to four minutes
and seconds to one minute.*

*A Roll Call Vote will require the concurrence of any four registered
and approved delegates.*

*Prior to the Roll Call Vote the Chairman of the Credentials Committee
shall announce the Detachments in attendance and their voting
strength. The Department Commandant shall then call a five minute
recess for Detachments to caucus.*

*On the Roll Call Vote a Detachment may choose to pass. They will
again be polled after the completion of the Roll Call Vote
(alphabetically) of Detachments.*

*Delegates or others wishing to have the floor will rise, and when
recognized, will state their name, Detachment name,
and city prior to speaking.*

*A two-thirds vote of the Delegates present is required
to waive any convention rule.*