



Department of Texas Marine Corps League



Activity Report Instructions

The new form which was first developed in July 2011 is an automated form. You will need Adobe Acrobat Reader to fill out the form

electronically.



Required fields include Report for the month of, year, Detachment Name, Det. Number, submitted by, and Date submitted.

The form is easy to use, just type in the information in each selection. The totals are automatically calculated. If the total is not shown, the Department Sr. Vice will add the totals up and record for you.

When you are finished, click on the Submit Button at the top. The form should automatically send to the Sr. Vice. If it does not automatically send, save the file on your computer and then attached it to an email and sent it to: service@texasmcl.org.

You should try to send a report monthly if possible within 30 days of the end of the month. If not, please send it as soon as possible. The last form of the fiscal year must be emailed to the Sr Vice Commandant no later than the 15th of May. Any forms received after the 15th of May will not be counted for award purposes.

If you have any questions, look on the website, www.texasmcl.org, under Officers and contact the current Sr. Vice.