

# Marine Corps League

## REPORT OF OFFICER INSTALLATION



|              |                        |                     |                      |
|--------------|------------------------|---------------------|----------------------|
| <b>FROM:</b> | <b>DETACHMENT NAME</b> | <b>DETACHMENT #</b> | <b>DEPARTMENT OF</b> |
|              |                        |                     |                      |

|   |   |
|---|---|
| <b>TO: NATIONAL ADJUTANT PAYMASTER</b><br><b>VIA: DEPARTMENT ADJUTANT</b><br><b>DET FEDERAL EIN:</b> _____<br><b>DET INCORPORATION ID #</b> _____ <b>DATE</b> _____ | <b>DEPT FEDERAL EIN:</b> _____<br><b>DEPT INCORPORATION ID #</b> _____ <b>DATE</b> _____<br><b>FOR DEPT INSTALL ONLY:</b> _____ |
|---|---|

| DATE OF ELECTIONS | DATE/PLACE OF INSTALLATION | INSTALLING OFFICER & TITLE | SIGNATURE OF INSTALLING OFFICER |
|-------------------|----------------------------|----------------------------|---------------------------------|
|                   |                            |                            |                                 |

| DETACHMENT MEETING: |      |       |       |     |
|---------------------|------|-------|-------|-----|
| DAY/DATE OF MEETING | TIME | PLACE |       |     |
| STREET ADDRESS      |      | CITY  | STATE | ZIP |
|                     |      |       |       |     |

**E-MAIL OFFICIAL CORRESPONDENCE TO:** \_\_\_\_\_

**FAX OFFICIAL CORRESPONDENCE TO:** ( ) \_\_\_\_\_ **MARK FOR THE ATTN:** \_\_\_\_\_

\*Note: The ADDRESS information called for in the following section does not necessarily refer to the Officer's personal mailing address, but rather the address at which the Officer will receive official correspondence from National and Department Headquarters. If the Department/Detachment has a single address, i.e. PO BOX, to which all official correspondence should be sent, list that address for all Officers. The officer MUST be installed to be listed on form.

| OFFICE                    | INCUMBENT | PHONE NUMBER<br>EMAIL ADDRESS | ADDRESS *See note above | CITY, STATE<br>ZIP +4 |
|---------------------------|-----------|-------------------------------|-------------------------|-----------------------|
| COMMANDANT                |           | ( ) _____                     |                         |                       |
| SENIOR VICE<br>COMMANDANT |           | ( ) _____                     |                         |                       |
| JUNIOR VICE<br>COMMANDANT |           | ( ) _____                     |                         |                       |
| JUDGE<br>ADVOCATE         |           | ( ) _____                     |                         |                       |
| JUNIOR PAST<br>COMMANDANT |           | ( ) _____                     |                         |                       |
| ADJUTANT<br>PAYMASTER     |           | ( ) _____                     |                         |                       |
| ADJUTANT                  |           | ( ) _____                     |                         |                       |
| PAYMASTER                 |           | ( ) _____                     |                         |                       |
| CHAPLAIN                  |           | ( ) _____                     |                         |                       |
| SERGEANT-<br>AT ARMS      |           | ( ) _____                     |                         |                       |
| WEB<br>SERGEANT           |           | ( ) _____                     |                         |                       |
|                           |           | ( ) _____                     |                         |                       |

Total **renewal** dues are \$ \_\_\_\_\_. This amount is the total of Detachment, Department and National dues and will appear on the Direct Billing Notices.

| SUBMITTED BY | TITLE | SIGNATURE | DATE |
|--------------|-------|-----------|------|
|              |       |           |      |

### PLEASE READ CAREFULLY

Detach and retain bottom copy. Forward balance to Department Adjutant.  
 Department retain bottom copy and forward original to National HQ  
 and remaining copy to National Division Vice Commandant