



Quarterly Report Outline

Detachment and Department Commandants:

Please complete the appropriate report and have it at All Staff meetings. This report will be required for all Quarterly meetings and Annual Department Conventions.

Sections I, IV & V are required to be completed. Work with your Paymaster for figures for Section I.

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.

Detachment reports shall be compiled into single 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/her 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 - _____
- 05. _____

Once a Marine - Always a Marine

Feel the Spirit Again - Be an Active Leaguer

RMD Form Detachment Report

B. Veterans

- 01. Marines Helping Marines - _____
- 02. Marine for Life - _____
- 03. POW/MIA - _____
- 04. Homeless Veterans - _____
- 05. VAVS & VSO - _____
- 06. UVC or UVCC - _____
- 07. Wounded Warriors: _____

C. Community

- 01. Toys for Tots - _____
- 02. Legislative - _____
- 03. _____

D. Fund Raising

- 01. Marine Rose Program - _____
- 02. Ship Store - _____

E. Other _____

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 - _____
- 08. _____

B. Upcoming Events:

- 01. Department Convention in _____ on _____
- 02. Memorial Day: _____
- 03. Quarterly Staff meeting in _____
- 04. Rocky Mountain Division Conference on _____
- 05. Quarterly Staff meeting in _____
- 06. National Convention in (City, ST) _____ During _____
- 07. Marine Corps Birthday on _____
- 08. Veterans Day _____
- 09. _____

C. Past Events: *(Do not include funerals, parades or color guards.)*

- 01. Mid-Winter in February
- 02. Quarterly Staff meeting on _____ in _____
- 03. _____

