



## 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  
Rocky Mountain Division  
Department of \_\_\_\_\_

Date: \_\_\_\_\_

From: Commandant, Department of \_\_\_\_\_  
To: National Vice Commandant, Rocky Mountain Division  
Info: Detachments of the Department of \_\_\_\_\_

Subj: **Department Activity Report for the period** \_\_\_\_\_ **to** \_\_\_\_\_

**I. Membership:** (required)

A. Current Status: as of \_\_\_\_\_ National roster

- 01. Number of Detachments: = \_\_\_\_\_
- 02. Paid Regular Members (RM) = \_\_\_\_\_
- 03. Paid Life Members (PLM) = \_\_\_\_\_
- 04. Other Paid Members (OPM) = \_\_\_\_\_
- 05. Total Paid Members (TPM) = \_\_\_\_\_
- 06. Delinquent Members (DM) = \_\_\_\_\_
- 07. Paid Member Percentage (PMP) = \_\_\_\_\_
- 08. Detachments under 20 members = \_\_\_\_\_
- 09. State MAL's = \_\_\_\_\_
- 10. Pending Starter Kits = \_\_\_\_\_
- 11. New members not on the National Roster = \_\_\_\_\_

Formulas
$TPM = RM + PM + OPM$
$PMP = TPM / (TPM + DM)$

B. Membership Goals:

- 01. Pending Starter Kits
  - a. \_\_\_\_\_ package sent on \_\_\_\_\_
- 02. Remarks: \_\_\_\_\_  
\_\_\_\_\_

**II. Programs:**

A. Youth

- 01. Young Marines
  - a. Detachments supporting YM = \_\_\_\_\_
  - b. Remarks: \_\_\_\_\_
- 02. Youth Physical Fitness
  - a. Detachments supporting YPF = \_\_\_\_\_
  - b. Remarks: \_\_\_\_\_
- 03. Boy Scouts
  - a. Detachments supporting Scouts = \_\_\_\_\_
  - b. Remarks: \_\_\_\_\_
- 04. Scholarship
  - a. Number of applications forwarded = \_\_\_\_\_
  - b. Remarks: \_\_\_\_\_
- 05. Other: \_\_\_\_\_

Once a Marine - Always a Marine

Feel the Spirit Again - Be an Active Leaguer

RMD Form Department Report

- B. Veterans
  - 01. Marines Helping Marines - \_\_\_\_\_
  - 02. POW/MIA - \_\_\_\_\_
  - 03. Wounded Warriors: \_\_\_\_\_
  - 04. Homeless Veterans - \_\_\_\_\_
  - 05. VAVS & VSO - \_\_\_\_\_
  - 06. UVC - \_\_\_\_\_
- C. Community
  - 01. Toys for Tots
    - a. Number of Detachments supporting T4T = \_\_\_\_\_
    - b. Remarks: \_\_\_\_\_
  - 02. Marine for Life – \_\_\_\_\_
  - 03. Legislative
    - a. Active member of the Governor’s United Veterans Council of \_\_\_\_\_
    - b. Active member of the United Veterans Council
  - 04. Other: \_\_\_\_\_
- D. Fund Raising
  - 01. Marine Rose Program - \_\_\_\_\_
  - 02. Ship Store – \_\_\_\_\_
  - 03. \_\_\_\_\_
- E. Other
  - 01. \_\_\_\_\_
  - 02. \_\_\_\_\_

**III. Activities:**

- A. Local:
  - 01. Annual Convention (elections): **(Required)**
    - a. Date: \_\_\_\_\_
    - b. Location: \_\_\_\_\_
  - 02. Funerals: = \_\_\_\_\_
  - 03. Color Guards: = \_\_\_\_\_
  - 04. Parades: = \_\_\_\_\_
  - 05. Birthday Ball
    - a. Scheduled place: \_\_\_\_\_
    - b. Scheduled date: \_\_\_\_\_
    - c. Remarks - \_\_\_\_\_
  - 06. Rifle & Pistol Matches
    - a. Number of Detachments involved = \_\_\_\_\_
    - b. \_\_\_\_\_
- B. Upcoming Events:
  - 01. Quarterly Staff meeting on \_\_\_\_\_
  - 02. Department Convention in \_\_\_\_\_
  - 03. Memorial Day \_\_\_\_\_
  - 04. Quarterly Staff meeting on \_\_\_\_\_

- 05. Rocky Mountain Division Conference in \_\_\_\_\_
- 06. Quarterly Staff meeting on \_\_\_\_\_
- 07. National Convention in \_\_\_\_\_ On \_\_\_\_\_
- 08. Marine Corps Birthday \_\_\_\_\_
- 09. Veterans Day \_\_\_\_\_

C. Past Events Attended:

- 01. Mid-Winter in February \_\_\_\_\_
- 02. \_\_\_\_\_
- 03. \_\_\_\_\_

**IV. Corporate Information (required)**

A. Incorporation:

- 01. Date Chartered: \_\_\_\_\_
- 02. Date of Incorporation: \_\_\_\_\_
- 03. Last Updated: \_\_\_\_\_
- 04. EIN: \_\_\_\_\_
- 05. Last 990N Filing \_\_\_\_\_

**B. Points of Contact:**

	<i>Name</i>	<i>Telephone</i>	<i>eMail</i>
01. Commandant	_____	_____	_____
02. Sr. Vice Commandant	_____	_____	_____
03. Jr. Vice Commandant	_____	_____	_____
04. Judge Advocate:	_____	_____	_____
05. Chaplain:	_____	_____	_____
06. Sgt-at-Arms	_____	_____	_____
07. Adjutant	_____	_____	_____
08. Paymaster	_____	_____	_____
09. Web Sergeant	_____	_____	_____

**V. Personal Observations:**

A. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Respectfully Submitted  
Semper Fidelis

\_\_\_\_\_  
Signature of Department Commandant