

Leadership School

Department of New Jersey



APRIL 2024

SEAGIRT, NEW JERSEY

SECTION 1

This Binder is a compilation of files that are a work in progress as we move to a digital file for this and future Leadership Schools.

Some of these files are from other Departments as well, the information contained within may not specifically pertain to New Jersey, however, the information is still good as guidance.

As a member of the Marine Corps League, if upon your journey you find useful information that you feel we should add to this course, please feel free to send us the information at info@dnjmcl.org. We will look it over and consider it for addition.

Good luck, and happy learning.



MARINE CORPS LEAGUE

Mission Statement

Members of the Marine Corps League join together in camaraderie and fellowship for the purpose of preserving the traditions and promoting the interests of the United States Marine Corps, banding together those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service that they may effectively promote the ideals of American freedom and democracy, voluntarily aiding and rendering assistance to all Marines and former Marines and to their widows and orphans; and to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

History

The Marine Corps League perpetuates the traditions and spirit of ALL Marines and Navy FMF Corpsmen, who proudly wear or who have worn the eagle, globe and anchor of the Corps. It takes great pride in crediting its founding in 1923 to World War I hero, then Major General Commandant John A. Lejeune. It takes equal pride in its Federal Charter, approved by An Act of the Seventy-Fifth Congress of the United States of America and signed and approved by President Franklin D. Roosevelt on August 4, 1937. The League is the only Federally Chartered Marine Corps related veterans organization in the country. Since its earliest days, the Marine Corps League has enjoyed the support and encouragement of the active duty and Reserve establishments of the U. S. Marine Corps. Today, the League boasts a membership of nearly 70,000 men and women, officer and enlisted, active duty, Reserve Marines, honorably discharged Marine Veterans and qualified Navy FMF Corpsmen and is one of the few Veterans Organizations that experiences increases in its membership each year.

The Marine Corps League is headed by an elected National Commandant, with 14 elected National Staff Officers who serve as trustees. The National Board of Trustees coordinates the efforts of 48 department, or state, entities and the activities of over 1000 community-based detachments located throughout the United States and overseas. The day-to-day operations of the League are under the control of the National Executive Director with the responsibility for the management and direction of all programs, activities, and affairs of the Marine Corps League as well as supervising the National Headquarters staff.

The prime authority of the League is derived from its Congressional charter and from its annual National Convention held each August in different major U.S. cities throughout the nation. It is a not-for-profit organization within the provisions of the Internal Revenue Service Code 501(c) (4), with a special group exemption letter which allows for contributions to the Marine Corps League, its Auxilliary and subsidiary units, to be tax deductible by the donor.

www.mclnational.org



MARINE CORPS LEAGUE PREAMBLE

IN THE NAME OF THE BENEFICENT GOD OF ALL, WE WHO HAVE HONORABLY SERVED, OR ARE NOW HONORABLY SERVING OUR COUNTRY IN **THE UNITED STATES MARINE CORPS**, FOR THE COMMON GOOD OF THIS NATION, AND ALL THE NATIONS AND PEOPLE OF OUR WORLD, AND IN ORDER THAT THE FUNDAMENTAL RIGHTS AND FREEDOM OF EVERY PERSON MAY BE PRESERVED, TO FOSTER INTEREST IN THE AFFAIRS OF **THE UNITED STATES MARINE CORPS**, TO PROTECT AND ADVANCE THE WELFARE OF THE WOUNDED AND DISABLED **MARINES, FMF CORPSMEN, AND FMF NAVY CHAPLAINS** AND THEIR DEPENDENTS, AND FOR THE FURTHER PURPOSES SET FORTH HEREINAFTER, DO SOLEMNLY AND FIRMLY ASSOCIATE OURSELVES TOGETHER IN A NONPROFIT CORPORATION KNOWN AS THE "**DEPARTMENT of MARYLAND MARINE CORPS LEAGUE**" AND ORDER AND ESTABLISHED THESE BYLAWS.

Seventy-Fifth Congress of the United States of America

At the First Session

Begun and held at the City of Washington on Tuesday, the fifth day of January, one thousand nine hundred and thirty-seven

AN ACT

To incorporate the Marine Corps League

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That Major General John A. Lejeune, United States Marine Corps, retired, honorary national commandant; Maurice A. Ilch, national commandant; Roy S. Taylor, senior national vice commandant; Kenneth B. Collings, junior vice commandant; Alexander F. Ormsby, national judge advocate; Reverend John H. Clifford, national chaplain; Edward A. Walker, national sergeant at arms; John B. Hinckley, Junior, national adjutant and paymaster; John E. Brock, national chief of staff, are hereby created a body corporate of the name "Marine Corps League."

SEC. 2. That the purposes of this corporation shall be: (a) to preserve the traditions and to promote the interests of the United States Marine Corps; (b) to band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy; (c) to fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms; (d) to hold sacred the history and memory of the men who have given their lives to the Nation; (e) to foster love for the principles which they have supported by blood and valor since the founding of the Republic; (f) to maintain true allegiance to American institutions; (g) to create a bond of comradeship between those in the service and those who have returned to civil life; (h) to aid voluntarily and to render assistance to all marines and former Marines as well as to their widows and orphans; (i) to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of peculiar interest to Marines.

SEC. 3. That the corporation: (a) shall have perpetual succession; (b) may charge and collect membership dues and receive contributions of money or property to be devoted to carrying out the purposes of the organization; (c) may sue or may be sued; (d) may adopt a corporate seal and alter it at pleasure; (e) may adopt and alter by-laws not inconsistent with the Constitution and laws of the United States or of any State; (f) may establish and maintain offices for the conduct of its business; (g) may appoint or elect officers and agents; (h) may choose a board of trustees, consisting of not more than fifteen persons nor less than five persons, to conduct the business and exercise the powers of the corporation; (i) may acquire, by purchase, devise, bequest, gift or otherwise, and hold, encumber, convey, or otherwise dispose of such real and personal property as may be necessary or appropriate for its corporate purposes; and (j) generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created.

SEC. 4. That the corporation shall, on or before the 1st day of December in each year, transmit to Congress a report of its proceedings and activities for the preceding calendar year, including the full and complete statement of its receipts and expenditures. Such report shall not be printed as public documents.

SEC. 5. That the right to alter, amend, or repeal this Act at any time is hereby expressly reserved.

Approved, August 4, 1937.

Wm. B. Bankhead
Speaker of the House of Representatives

Charles McNary
Vice President of the United States and
President of the Senate *pro Tempore*

Approved
Aug 4
1937
Franklin D. Roosevelt



MARINE CORPS LEAGUE

National Headquarters

John P. "JAY" Kacsan PDC.PCDD
National Historian, MCL

HISTORY OF THE MARINE CORPS LEAGUE, HOW IT WAS FORMED, LINEAGE OF PAST NATIONAL COMMANDANTS AND MEMBERSHIP.

In the beginning it was called the MARINE CORPS VETERANS ASSOCIATION. It was founded on November 11, 1922, at New York City, on the 147th Anniversary of the Marine Corps. Members of various Marine Corps related organizations from Buffalo, Philadelphia, Wilkes-Barre, Pittsburgh, McKeesport, Cleveland, Galveston, Houston, New York and other cities.

At this time they elected temporary officers, Major Sidney W. Brewster USMC, Retired, from New York City was elected National Commandant. Capt. J. Watson of New York City, National Paymaster, Lt. Paul F. Howard, USMC, Ret. of Brooklyn, Quartermaster and Ray C. Sawyer of New York, a woman veteran of World War I, National Adjutant. Also first Aide Phil L. Spec Pittsburgh, Pa., Second Aide Thurston J. Davies, Baltimore, Md., Third Aide Corlis Carpenter, Galveston, Texas.

At this caucus it was decided to hold a National Caucus and invite all Marine related organizations. The first and the only one of its kind, was held on June 6 and 7, 1923, at the Hotel Pennsylvania, New York.

The result was the formation of a permanent organization of Marines. By unanimous vote the name was changed to the MARINE CORPS LEAGUE.

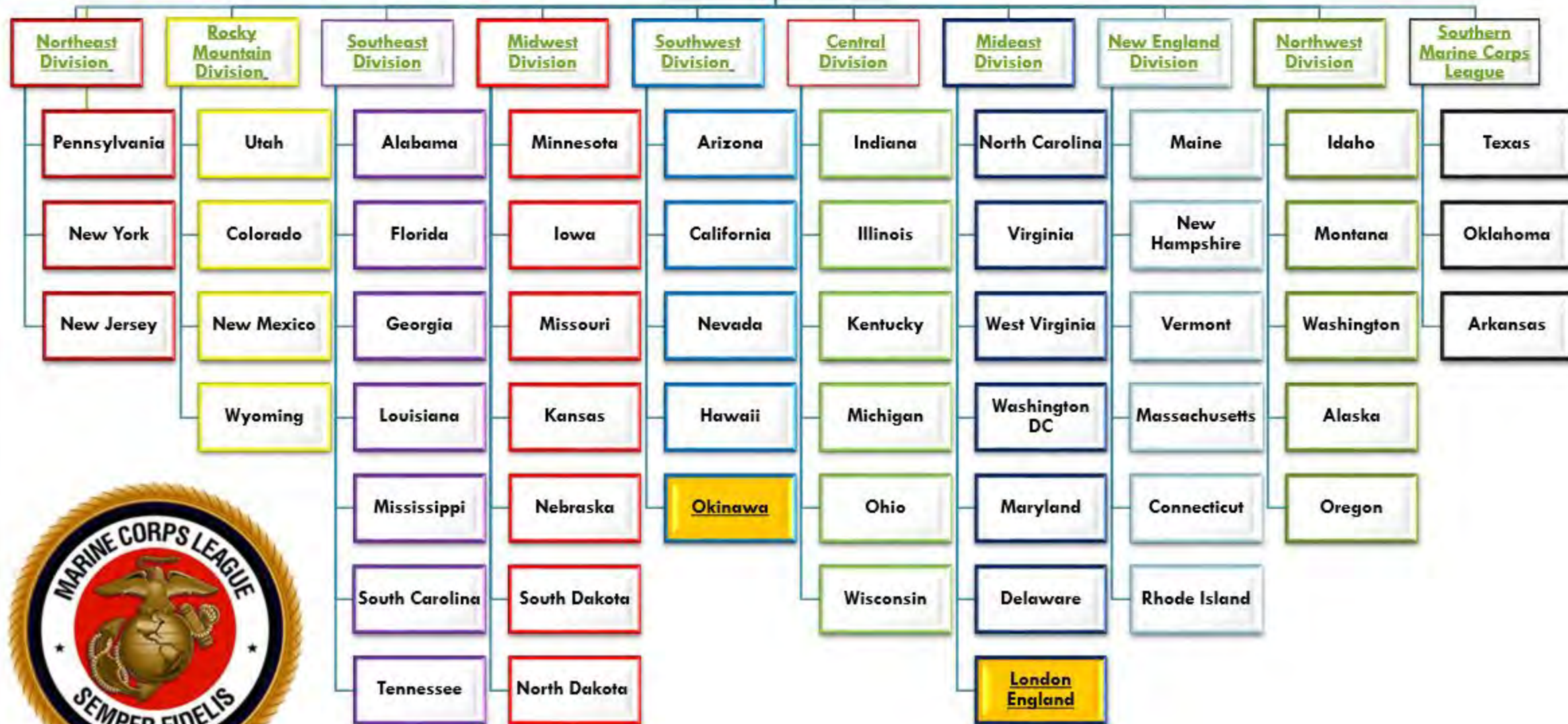
MARINE CORPS LEAGUE

The first ELECTED OFFICERS of the Marine Corps League, National Commandant Maj/Gen John A. Lejeune, Vice Commandants Corlis Carpenter, Galveston, Texas, William M. Knapp, Emporia, Kansas, Joseph W. Jones, Rome, Georgia, Congressman Louis A. Frothingham, North Easton, Mass. Chief of Staff, Col. Frank Halford, USMC, Washington, D.C., Paymaster, Raymond L. Will, New York, Chaplain, Rev. John H. "DOC" Clifford and Adjutant, Ray C. Sawyer, New York, a woman veteran of World War I, who also was the Adjutant, of the Marine Corps Veterans Association.

At this Convention ARMY MAJ/GEN JAMES C. HARBORD, was a invited guest to conduct a MEMORIAL SERVICE because it was five years from the time that he received orders to lead the MARINES at BELLEAU WOOD, stem the German advance in World War I. By the delegates present, which some served under his command he was made the FIRST HONORARY MEMBER OF THE MARINE CORPS LEAGUE.

"Once a Marine, always a Marine"

Marine Corps League
Headquarters



NATIONAL CONVENTION QUADRANT ROTATION

National Conventions shall be rotated within four (4) geographic sections of the country as follows:

*****		Year
(1) Eastern Quadrant consisting of New England, Northeast & Mideast Divisions		2027
		2031
		2035
New England Div: Maine, Massachusetts, Connecticut, Rhode Island, New Hampshire and Vermont.		
Northeast Div: New York, New Jersey and Pennsylvania		
Mideast Div: Delaware, Maryland, Wash. DC, Virginia, N. Carolina and Puerto Rico		
(2) Western Quadrant consisting of Rocky Mountain, Northwest & Southern Divisions		2024
		2028
		2032
Rocky Mt. Div: Colorado, New Mexico, Utah and Wyoming		
Northwest Div: Washington, Oregon, Montana, Idaho and Alaska		
Southwest Div: California, Arizona, Nevada and Hawaii		
(3) Southern Quadrant consisting of Southeast & Southern Divisions		2025
		2029
		2033
Southeast Div: Florida, Georgia, Alabama, Mississippi, Louisiana, S. Carolina and Tennessee		
Southern Div: Oklahoma, Texas and Arkansas		
(4) Central Quadrant consisting of Central and Midwest Divisions		2026
		2030
		2034
Central Div: Illinois, Indiana, Kentucky, Michigan, Ohio, and Wisconsin		
Midwest Div: Missouri, Iowa, Kansas, Minnesota, S. Dakota, N. Dakota and Nebraska		

If no bid is submitted by any Division in the designated quadrant for the subject year, the next Quadrant in the rotation becomes the Host

LISTING OF DETACHMENTS IN THE DEPARTMENT OF NEW JERSEY WHICH HAVE GONE DEFUNCT OVER THE YEARS. THIS LIST WAS COMPILED AND RESEARCHED BY PDC BUDDY CULOTTA, PDC RICH BASILE, PDC TONY MODZELEWSKI AND DEPARTMENT HISTORIAN JIM WENTZELL.

ALEXANDER-CARLSON DETACHMENT	COLLINGSWOOD
BAYSHORE DETACHMENT	TUCKERTON
BERGEN COUNTY DETACHMENT	HACKENSACK
BLOOMFIELD DETACHMENT	BLOOMFIELD
BRADY-FLANAGAN DETACHMENT (merged)	RAHWAY
BRIDGETON DETACHMENT	BRIDGETON
BURLINGTON DETACHMENT (re-chartered)	BURLINGTON
CAMDEN COUNTY DETACHMENT	CAMDEN
CAPTAIN KENNETH B. COLLINGS DETACHMENT	WEST NEW YORK
CAPTAIN BURWELL CLARKE	NEWARK
CHERRY HILL DETACHMENT	CHERRY HILL
CORPORAL JOHN V. STILLWELL DETACHMENT	MADISON
ELIZABETH DETACHMENT	ELIZABETH
ERNEST E. HAUSSLER DETACHMENT	CLIFTON
FLEET MARINE DETACHMENT	JERSEY CITY
FOUR SEASONS DETACHMENT	WALL
GRANT-MULVIHILL DETACHMENT	WEST ORANGE
HOBOKEN DETACHMENT	HOBOKEN
HOMER A. HARKNESS DETACHMENT	JERSEY CITY
JERSEY CITY DETACHMENT	JERSEY CITY
JERSEY SHORE LEATHERNECKS	FREEHOLD
JOHN BASILONE #1 DETACHMENT	ATLANTIC CITY
LAKELAND DETACHMENT (re-chartered)	BUTLER
METUCHEN DETACHMENT	METUCHEN
MIDDLESEX COUNTY	SPOTSWOOD
MORRIS COUNTY DETACHMENT (now LCPL Slattery)	MORRISTOWN
NEWARK #1 (one of the Newark Detachments)	NEWARK
NEWARK #2 (became Captain Clark)	NEWARK
NEWARK #2	NEWARK
NORTH HUDSON DETACHMENT (Became Collings Det.)	WEST NEW YORK
NORTH JERSEY COAST DETACHMENT	???
OLD BRIDGE DETACHMENT	OLD BRIDGE
PAUL R. MICHAEL DETACHMENT	LAKEWOOD
PASCAK VALLEY DETACHMENT	WESTWOOD
PFC. RALPH E. DIAS DETACHMENT (Became Middlesex Det.)	SPOTSWOOD
PFC. ROBERT M. EASTBURN DETACHMENT	MOUNT HOLLY
POINT PLEASANT DETACHMENT	POINT PLEASANT
PVT. TERRANCE J. BRADY DETACHMENT (merged with Flanagan)	RAHWAY
RARITAN BAY DETACHMENT	PERTH AMBOY

ROSEVILLE DETACHMENT
SALEM COUNTY DETACHMENT (re-chartered)
SAYRE WOOD DETACHMENT
SEMPER FIDELIS DETACHMENT (re-chartered)
SEMPER MEMORIAL DETACHMENT
SGT. ALAN SHERMAN
SGT. MAJOR DAN DALY DETACHMENT
SGT. MAJOR CHARLES H. HLAS DETACHMENT
SHARK RIVER DETACHMENT
SOMERSET COUNTY DETACHMENT
SOUTH ORANGE DETACHMENT
TRI COUNTY LEATHERNECK DETACHMENT
TRIPOLI DETACHMENT
UNION DETACHMENT
WARREN COUNTY DETACHMENT
WILLIAM M. EBERSBACH DETACHMENT
21ST RIFLE COMPANY INFANTRY MEMORIAL DETACHMENT
JERSEY SHORE LEATHERNECKS

NEWARK
PENNS GROVE
MADISON TWP.
PASSAIC
LODI
POINT PLEASANT
WILLINGBORO
PARRIS ISLAND
BELMAR
MANVILLE
SOUTH ORANGE
COLUMBIA
DUNELLEN
UNION
STEWARTSVILLE
RIDGEWOOD
DOVER
LONG BRANCH

**DEPARTMENT OF NEW JERSEY
MARINE CORPS LEAGUE
COMMANDANT OF THE YEAR**

2003	TONY MODZELEWSKI	CPL. REYNOLDS DETACHMENT
	PAT DeCHIRICO	HUNTERDON COUNTY DET.
2004	AL ROULETTE	TOMS RIVER DETACHMENT
2005	JIM WENTZELL	SALEM COUNTY DET.
	JOE SABOL	BURLINGTON COUNTY DET.
2006	PETE GALLO	SLATTERY DETACHMENT
2007	CARMEN STAINO	1775 DETACHMENT
2008	HARRY PRINCE	SEMPER FIDELIS DET.
2009	JOHN FOOS	TINKER DORN DET.
2010	BRIAN GILLESPIE	JERSEY SHORE MARINES
2011	MARK PARADIS	HUNTERDON COUNTY DET.
2012	TIMOTHY DAUDLIN	SADDLE RIVER DET.
2013	MOLLY HEANEY	JERSEY SHORE MARINES DET.
	GEORGE KISS	JERSEY SHORE LEATHERNECKS
2014	JOSEPH PATRICK	CAPE ATLANTIC DET.
2015	LOUIS SANTUCCI JR.	BURLINGTON COUNTY
2016	BOB BECK	SLATTERY DETACHMENT
2017	MYRIAM CHARRIEZ	BASILONE DETACHMENT
2018	EDDIE NEAS	SLATTERY DETACHMENT
2019	GARY T. WHITE	CPL. KEVIN J. REINHARDT
2020	RICHARD HYJAK	JACKSON MARINES DET.
2021	CHARLES HUHA	LAKELAND DETACHMENT
2023	JACK ENGDAHL	WEST HUDSON DETACHMENT

**NATIONAL NORTHEAST DIVISION
MARINES OF THE YEAR**

2008	Noel Haynes	Pennsylvania
2009	Raymond G. Devlin	Pennsylvania
2010	PDC Phil Uecker	New Jersey
2011	PDC Leanna L. Dietrich	Pennsylvania
2012	PDC Bill Wilson	New Jersey
2013	Allen Ferguson	Pennsylvania
2014	PNC Paul F. Hastings	Pennsylvania
2015	PNVC Tony Modzelewski	New Jersey
2016	PDC Bob Swain	New Jersey
	Tom Hazlet	Pennsylvania
2017	PNVC James Powel	Pennsylvania
2018	John Cleary	New Jersey
2019	PDC Joseph DeAngelo Jr.	New Jersey
	David Brady	Pennsylvania
	Timothy Forbes	New York
2020	Brian Gillespie	New Jersey
2021	Benjamin Cero	Pennsylvania
	Steven Topilnycky	New York
2022	Robert Ziltz	Pennsylvania
2023	Victoria McCoy	Pennsylvania

**NATIONAL NORTHEAST DIVISION
ASSOCIATE OF THE YEAR**

2023 Carol McIntosh Pennsylvania

**MILITARY ORDER OF THE DEVIL DOGS
NEW JERSEY PACK
PAST PACK LEADERS**

1945 – 1946	ERASTUS DARLING	*	CAPT. KENNETH COLLINGS DET.
1946 – 1947	GERARD BAKELAAR	*	NEWARK #3 DET.
1947 – 1948	JACK BRENNAN	*	HOMER HARKNESS DET.
1948 – 1949	JOSEPH VINTON	*	CAPT. KENNETH COLLINGS DET.
1949 – 1950	FRED SCHELTLEN SR.	*	ELIZABETH DET.
1951 – 1953	URIAH SMITH	*	PASSAIC COUNTY DET.
1953 – 1954	EUGENE PELOSO	*	ERNEST HAUSSLER DET.
1954 – 1955	LEO McNAMRA	*	PASSAIC COUNTY DET.
1955 – 1958	DENNIS GREEN	*	PAUL R. MICHAEL DET.
1958 – 1959	JOSEPH AMISON	*	TRENTON DET.
1959 – 1960	WALTER CODY	*	CAMDEN DET.
1973 – 1976	EDWARD MOSHER		PHILLIP DORN DET.
1976 – 1977	WILLIAM BURKE	*	PHILLIP DORN DET.
1977 – 1978	JAMES C. KELLY	*	JOSEPH J. GARDNER DET.
1978 – 1981	EDWARD HOOK	*	DANIEL GIORDANO DET.
1981 – 1983	MARY B. KRAUSS	*	MARTIN DANOWSKI DET.
1983 – 1985	DONALD O. GAST	*	L/CPL ROBERT SLATTERY DET.
1985 – 1986	EDWARD HOTH		PHILLIP DORN DET.
1986 – 1988	MICHAEL MACERA	*	BRIDGETON DET.
1988 – 1989	HOWARD GOSLIN	*	SALEM COUNTY DET.
1989 – 1991	JAMES POWELL	*	WEST HUDSON DET.
1991 – 1993	ESSE DAVIS	*	WEST HUDSON DET.
1993 – 1995	CARL RIZZOLO JR.	*	OCEAN COUNTY DET.
1995 – 1996	HERMAN “BUD” COOPER	*	LACEY DET.
1996 – 1998	MATTHEW JORDAN		SEMPER MARINE DET.
1998 – 1999	DAVID BULK	*	CPL PHILIP REYNOLDS DET.
1999 – 2000	JOHN CULOTTA	*	L/CPL ROBERT SLATTERY DET.
2000 – 2002	BOBBIE ANN SWAIN		1775 DET.
2002 – 2004	ROBERT McGINNIS	*	WEST HUDSON DET.
2004 – 2004	PHIL NOBILE	*	PHILLIP DORN DET. (DIED 12/04)
2004 – 2007	PHIL UECKER	*	CAPE/ATLANTIC DET.
2008 – 2009	GEORGE FODOR		SEMPER FIDELIS DET.
2009 – 2011	DENNIS WALKER		SEMPER FIDELIS DET.
2011 – 2013	CHARLES FIELDS SR.		CAPE ATLANTIC DET.
2013 - 2015	DOMINIQUE SHTERBAN		SEMPER MARINE DET.
2015 - 2017	TIM ROHAN		REYNOLDS DET.
2017 - 2019	HARRY PRINCE		SEMPER FIDELIS
2019- 2021	JOSEPH DeANGELO JR.		JERSEY SHORE MARINES
2021 – 2022	MATTHEW VEPREK		REYNOLDS DET.
2022 - 2024	BARBARA DeANGELO		JERSEY SHORE MARINES

* DECEASED

NOTE: WE HAVE A LAPSE IN TIME FROM 1960-1973 WHERE WE HAVE BEEN UNABLE TO IDENTIFY THE NAMES OF THE PACK LEADERS.

**MILITARY ORDER OF THE DEVIL DOGS
NEW JERSEY PACK - PACK DOGS OF THE YEAR**

1979	Paul L. Sutton	Semper Fidelis
1980	Edward A. Hook	Giordano *
1981	Donald O. Gast	L/Cpl Slattery *
1982	Mary B. Krauss	Martin Danowski *
1983	Hugh G. Hughes	Bridgeton *
1984	Roderick Mac Donald	West Hudson
1985	Frank J. Wilhelm	Martin Danowski *
1986	Andrew Fedoriwicz	Martin Danowski *
1987	James E. Powell	West Hudson *
1988	Kenneth Saam	West Hudson *
1989	Howard D. Goslin	Salem County *
1990	Michael F. Macera	Bridgeton *
1991	Robert F. Applebaum	Semper Marine
1992	Carl V. Rizzolo, Jr.	Ocean County *
1993	Paul P. Taylor	Bridgeton
1994	Daniel Greir	Semper Marine *
1995	John F. Zakian	Burlington County *
1996	David R. Bulk	Cpl. Reynolds *
1997	Richard D. Pettit	Bridgeton
1998	John R. Culotta	L/Cpl Slattery *
1999	George E. Williams	Semper Fidelis *
2000	None	
2001	Dennis Walker	Bridgeton
2002	Bobbie Ann Swain	1775
2003	Philip Della Torre	Cpl. Reynolds
2004	Anthony Modzelewski	Cpl. Reynolds
2005	Richard D. Basile	Jefferey Patterson
2006	George Maury, Jr.	Cpl. Reynolds *
2007	Charles Beatty, Jr.	Salem County
2008	None	
2009	Daniel Savino	Cpl. Reynolds *
2010	Robert P. Fackina, Jr.	Hunterdon County
2011	John Maziekien	Cpl. Reynolds *
2012	Dave Keene	Dramis *
2013	Tim Rohan	Cpl. Reynolds *
2014	None	
2015	Charles Fields Sr.	Cape Atlantic
2016	Bob Swain	1775
2017	Bob Kubinak	Cpl. Reynolds
2018	Michael Waluk	Martin Danowski
2019	Joseph DeAngelo	Jersey Shore Marines
2020	Joe Hiers	Cape Atlantic
2021	Matthew Veprek	Cpl. Reynolds
2022	Ray Tweeten	Cpl. Reynolds
2023	Jason Hauck	Lakeland

* Deceased

DEPARTMENT OF NEW JERSEY

MARINE OF THE YEAR

2023	Tracy Dminick	Hunterdon County Bulldogs
2022	Al Frater	Gooney Birds Detachment
2021	Christopher Soldano	Hunterdon County Bulldogs
2020	Matthew Veprek	Reynolds Detachment
2019	Barbara DeAngelo	Jersey Shore Marines
2018	Bob Matkowski	Burlington County
2017	Joe DeAngelo	Jersey Shore Marines
2016	Don Mack	Hunterdon County
2015	Murray Sklar	West Hudson *
2014	Joseph Patrick	Cape Atlantic
2013	RoseMary Fleming	Basilone
2012	Harry Prince	Semper Fidelis
2011	Charles Fields, Sr.	Cape Atlantic
2010	John Zakian	Burlington County *
2009	Tony Modzelewski	Garden State
2008	Tom Risley	Burlington County
2007	William G. Wilson	Burlington County
2006	Robert Bethel	Dramis
2005	Craig P. Reeling	Reynolds
2004	Carmen Staino	1775
2003	Robert E. Swain	1775
2002	Philip A. Uecker	Cape Atlantic
2001	Richard D. Basile	Patterson
2000	Richard D. Pettit	Bridgeton
1999	Daniel K. Muckel	Semper Fidelis *
1998	Raymond Carter	Reynolds *
1997	Paul F. Taylor	Bridgeton
1996	David C. Russell	Ocean County
1995	John J. Maziekien	Reynolds
1994	Hugh Hughes	Bridgeton
1993	Robert F. Applebaum	Semper Marine
1992	James Donechie	Reynolds
1991	William Adash	Basilone #2
1990	Joseph Androvich	Reynolds
1989	Jeanne A. DeWitte	Salem County
1988	Herbert Mielke	West Hudson
1987	Joseph P. Murray	Avenel
1986	Robert J. Leonard	Gooney Bird *
1985	Carl V. Rizzolo, Jr.	West Hudson *
1984	Frank J. Wilhelm	Martin Danowski
1983	William M. Wyand	Cape Atlantic
1982	W. J. Eugene Kelsey *	Reynolds

1981	William J. O'Brien	Dorn
1980	Bart Long, Jr.	Bayonne
1979	Michael Isky	Martin anowski *
1978	John R. Culotta	Slattery *
1977	Donald O. Gast	Slattery *
1976	John C. Muerdler, Sr.	Dorn
1975	James C. Kelly	J.J. Gardner
1974	Robert E. Bresemann	Passaic County
1973	Edward L. Mosher	Dorn
1972	Arthur Wietry	Martin Danowski *
1971	Robert P. Fackina, Sr. *	Bayonne
1970	William G. Kremper *	Trenton
1969	George Krauss	Shark River
1968	Joseph "Len" Layland	Dorn
1967	Charles T. Brown	Martin Danowski
1966	John R. Prihoda	Trenton
1960	William S. Stuhr	Capt. Kenneth Collings
1959	Anthony J. Niosi	Capt. Kenneth Collings

* **DECEASED**

NATIONAL COMMANDANTS AND CONVENTION SITES

NO.	YEAR	SITE	COMMANDANT	STRENGTH
1 st	1923	New York, NY	* John A. Lejeune	787
2 nd	1924	Washington, DC	* John A. Lejeune	1,279
3 rd	1925	Philadelphia, PA	* John A. Lejeune	2,042
4 th	1926	Cleveland, OH	* John A. Lejeune	1,500
5 th	1927	Erie, PA	* John A. Lejeune	1,500
6 th	1928	Dallas, TX	* John A. Lejeune	1,100
7 th	1929	Cincinnati, OH	* John A. Lejeune * Wendell C. Neville	1,386
8 th	1930	St Louis, MO	* W. Karl Lations	1,083
9 th	1931	Buffalo, NY	* W. Karl Lations	N/R
	1932	No Convention	* Carlton A. Fisher	510
10 th	1933	Chicago, IL	* Carlton A. Fisher	610
11 th	1934	Denver, CO	* Carlton A. Fisher	646
12 th	1935	Newark, NJ	* John F. Manning	966
13 rd	1936	Boston, MA	* John F. Manning	1,036
14 th	1937	Akron, OH	* Maurice A. Illich	1,131
15 th	1938	Washington, DC	* Maurice A. Illich	1,553
16 th	1939	Boston, MA	* Florence O'Leary	2,296
17 th	1940	Detroit, MI	* Florence O'Leary	3,361
18 th	1941	Indianapolis, IN	* Chris Cunningham	5,647
19 th	1942	Chicago, IL	* Chris Cunningham	7,448
20 th	1943	New York, NY	* Alexander Ormsby	11,867
21 st	1944	Sacramento, CA	* Thomas E. Wood	17,143
22 nd	1945	Springfield, IL	* Alan A. Stevenson	27,664
23 rd	1946	Atlantic City, NJ	* Thomas F. Sweeny	25,202
24 th	1947	Miami, FL	* Joseph F. Alvarez	19,094
25 th	1948	Milwaukee, WI	* George T. Bullen	17,283
26 th	1949	Boston, MA	* Theus J. McQueen	14,807
27 th	1950	Washington, DC	* Clay Nixon	14,137
28 th	1951	Savannah, GA	* Maurice J. Fagan	13,141
29 th	1952	Los Angeles, CA	* John C. O'Brien	13,287
30 th	1953	Cleveland, OH	* John C. O'Brien	10,458
31 st	1954	Baltimore, MD	* Charles A. Weaver	9,583
32 nd	1955	St Louis, MO	* George Shamgochian	9,959
33 rd	1956	Miami, FL	* William D. Webster	9,550
34 th	1957	San Jose, CA	* William Derderian	9,081
35 th	1958	Omaha, NE	* John G. Hosko	8,733
36 th	1959	Buffalo, NY	* William Gardiner	7,950
37 th	1960	Grand Rapids, MI	* Hyman Rosen	8,332
38 th	1961	Atlantic City, NJ	* Walter Churchill Sr.	8,059
39 th	1962	Tampa, FL	* Wilson L. Peck	7,814
40 th	1963	Cleveland, OH	* Raymond B. Butts	8,412
41 st	1964	Wichita, KS	* Raymond B. Butts	9,389
42 nd	1965	Harrisburg, PA	* Burton Daugherty	10,531
43 rd	1966	Albany, NY	* Burton Daugherty	10,822
44 th	1967	Kansas City, MO	* Claude H. Downing	11,874

45 th	1968	Bridgeport, CT	* Claude H. Dowing	12,082
46 th	1969	Miami, FL	* Edward J. Bange	13,350
47 th	1970	St Louis, MO	* Edward J. Bange	14,644
48 th	1971	San Antonio, TX	* Sydney S. McMath	14,482
49 th	1972	Anaheim, CA	* H. Lynn Cavin	15,294
50 th	1973	Miami, FL	* Gilbert E. Gray	14,763
51 st	1974	Tuscon, AZ	* Gilbert E. Gray	13,035
52 nd	1975	Philadelphia, PA	*Richard J. O'Brian	13,717
53 rd	1976	Washington, DC	*Patrick J. Cody	15,012
54 th	1977	Indianapolis, IN	*Edward A. Schramm	14,974
55 th	1978	Atlantic City, NJ	* James H. Frost	14,339
56 th	1979	Milwaukee, WI	* James H. Frost	13,865
57 th	1980	Orlando, FL	Paul F. Hastings	17,601
58 th	1981	Tuscon, AZ	Paul F. Hastings	21,284
59 th	1982	Dearborn, MI	* Joseph Mammone	22,959
60 th	1983	Colorado Springs, CO	* James C. Kelly	23,534
61 st	1984	Nashville, TN	* James C. Kelly	23,702
62 nd	1985	Lafayette, LA	* Robert N. Forsyth	N/A
63 rd	1986	Boston, MA	*Edward D. MacIntyre	N/A
64 th	1987	Phoenix, AZ	* William J. Galvin	24,223
65 th	1988	Cincinnati, OH	* William J. Galvin	26,397
66 th	1989	Dallas, TX	Linwood P. Liner	27,877
67 th	1990	Sacramento, CA	* Raymond R. Berling	29,785
68 th	1991	King of Prussia, PA	* Raymond R. Berling	32,796
69 th	1992	St Louis, MO	*Lamar Golden	38,093
70 th	1993	Orlando, FL	*Lamar Golden	40,622
71 st	1994	Cherry Hill, NJ	*Francis J. Meakem	42,563
72 nd	1995	Milwaukee, WI	Lewis W. Loeven	43,815
73 rd	1996	Fort Mitchell, KY	* Paul J. Seton	45,794
74 th	1997	Nashville, TN	* Paul J. Seton	47,372
75 th	1998	Syracuse, NY	Robert E. Becker Jr.	48,922
76 th	1999	Denver, CO	Robert E. Becker Jr.	51,083
77 th	2000	New Orleans, LA	*Diana Dils	51,305
78 th	2001	Dearborn, MI	*Diana Dils	54,797
79 th	2002	Harrisburg, PA	John P. Tuohy	55,698
80 th	2003	Spokane, WA	John P. Tuohy	58,170
81 st	2004	Irving, TX	Helen F. Hicks	58,531
82 nd	2005	Cleveland, OH	Helen F. Hicks	60,060
83 rd	2006	Quincy, MA	*Frank S. Kish	62,132
84 th	2007	Albuquerque, NM	John Ryan	66,353
85 th	2008	Orlando, FL	John Ryan	65,182
86 th	2009	Rochester, MN	*James R. Laskey	65,283
87 th	2010	Greensboro, NC	*James R. Laskey	66,668
88 th	2011	Boisie, ID	Vito Voltaggio	76,000
89 th	2012	Mobile AL	Vito Voltaggio	64,899
90 th	2013	Grand Rapids, MI	James Tuohy	61,261
91 st	2014	Charleston, WV	James Tuohy	70,948
92 nd	2015	Scottsdale, AZ	*John W. Kovalcik	60,140
93 rd	2016	Tulsa OK	*Richard D. Gore Sr.	69054

94 th	2017	Overland Park, KS	*Richard D. Gore Sr.	55401
95 th	2018	Buffalo, NY	Wendell W. Webb	64,032
96 th	2019	Billings, MT	Wendel W. Webb	63,250
97 th	2020	Cancelled-Covid-19	Dennis Tobin	61,000
	2021	Springfield, IL	Dennis Tobin	61,873
98 th	2022	Daytona, FL	Johnny Baker	63,919
99 th	2023	Oklahoma City, OK	Johnny Baker	56,442
100 th	2024			

*Deceased

Need to verify any additional deceased

**DEPARTMENT OF NEW JERSEY
MARINE CORPS LEAGUE
DISTRICT VICE COMMANDANT OF THE YEAR**

2002	PAT DeCHIRICO	HUNTERDON COUNTY DET.
2003	JACK READER	1775 DETACHMENT
2004	JACK READER	1775 DETACHMENT
2005	CHARLES BEATTY	SALEM COUNTY DET.
2006	JOE SABOL	BURLINGTON COUNTY DET.
2007	TIM ROHAN	CPL REYNOLDS DET.
2008	FRANK BIENIEK	GARDINER DETACHMENT *
2009	CHARLES BEATTY	SALEM COUNTY DET.
2010	CHARLES FIELDS	CAPE ATLANTIC DET.
2011	DOMINICK SHTERBAN	SEMPER MARINE DET.
2012	AL FRATER	GOONEY BIRD DET.
2013	RICHARD HYJACK	JACKSON MARINES
	BOB BOON	SALEM COUNTY DET.
2014	ROBERT MAKOWSKI	BURLINGTON COUNTY
2015	DANIEL BRADLEY	TOMS RIVER *
2016	MICHAEL WALUK	DANOWSKI
2017	GARY WATSON	GIORDANO
	DENNIS CLEARY	SEMPER FIDELIS
2018	ROBERT BAL	FRASSETTO
2019	CASPER EVERHARD R.	TINKER DORN DETACHMENT
2020	SAL CENICACELAYA	PATTERSON DETACHMENT
2021	GARY WATSON	GIORDANO DETACHMENT
2022		
2023		

*DECEASED

**DEPARTMENT OF NEW JERSEY
MARINE CORPS LEAGUE
AIDE DE CAMP OF THE YEAR**

2015	PAT SCOTT	GARDEN STATE DETACHMENT
2016	JOE PATRICK	CAPE ATLANTIC DETACHMENT
2017	TIM DAUDELIN	L/CPL JEDH C. BARKER DETACHMENT
2018	MYRIAM CHARRIEZ	JOHN BASILONE DETACHMENT
2019	LARRY MARKIEWICZ	CENTRAL JERSEY LEATHERNECKS
2020	MIKE APPRECINA	L/CPL. JEDH C. BARKER DETACHMENT
2021	NONE	
2022	NONE	
2023	NONE	

Marine Corps League
Department of New Jersey
Past Commandants

Year	Name	Detachment
1928-1930	There were no Department Commandants, although the names Charles Andros* and Jack Brennan* (who was an Honorary PNC) appear.	
1931-1933	Charles Andros*	
1931-1932	Jack Brennan*	HPNC Homer A Harkness
1932-1933	Kenneth B. Collings *	
1933-1934	Jess Rogers *	
1934-1935	George O'Brien*	
1935-	Oliver Kelly	Resigned 1935
1935-1936	Jack Dennis*	Passaic County
1936-1937	William T. Bush *	
1937-1938	Fred R. Scheitlin *	Elizabeth
1938-1939	Gerard L. Bakelaar *	Newark #3
1939-1940	Stephen Roberts *	Homer A. Harkness
1940-1941	Gerard L. Bakelaar *	Newark #3
1941-1942	Alexander F. Ormsby	PNC Homer A. Harkness
1942-1944	John R. O'Brien *	PNC Semper Fidelis (Passaic)
1944-1945	Charles A. Sambach *	Newark #3
1945-1946	Charles A. Gallagher *	Capt. Kenneth B. Collings
1946-1947	John E. Heney *	Elizabeth
1947-1948	Thomas T. Durett*	Elizabeth
1948-1949	Anthony John Siosi*	Capt. Kenneth B. Collings

1949-1950	Albert W. Martis*	Martin Danowski
1950-1951	Bernard J. Stapleton*	Capt. Kenneth B. Collings
1951-1953	Stephen Molnar*	Raritan Bay
1953-1954	William Adash*	John Basilone #2
1954-1955	Joseph Yunker*	Homer A. Harkness
1955-1957	Charles T. Brown*	Newark #3
1957-1959	Bill G. Kremper*	Trenton
1959-1961	John Ruggiero*	Capt. Kenneth B. Collings
1961-1963	Robert Carhart	PFC Robert M. Eastburn
1963-1965	John R. Prihoda*	Trenton
1965-1966	Wilbur E. Feick	Shark River
1966-1967	Melvin E. Henderson*	Bayonne
1967-1968	Michael Isky*	Martin Danowski
1968-1969	Robert F. Jones*	Semper Marine
1969-1970	Harry A. Andrews*	Philip K. Dorn
1970-1971	Robert P. Fackina*	Bayonne
1971-1973	Edward A. Schramm	PNC Philip K. Dorn
1973-1975	Robert M. Horne	Joseph J. Gardner
1975-1977	James C. Kelly*	PNC Joseph J. Gardner
1977-1979	Donald O. Gast*	L/Cpl. Robert J. Slattery
1979-1981	John C. Muerdler Sr*.	Philip K. Dorn
1981-1983	William P. Burke*	Philip K. Dorn
1983-1984	John R. Culotta*	L/Cpl. Robert J. Slattery
1984-1986	William J. O'Brien*	Philip K. Dorn
1986-1988	Edward W. Hoth	Philip K. Dorn

1988-1990	Carl V. Rizzolo Jr. *	West Hudson
1990-1992	Robert J. Leonard *	Gooney Birds
1992-1993	Robert F. Applebaum	Salem County
1993-1995	William S. Seibel *	Central Jersey Leathernecks
1995-1996	Matthew J. Jordan	Semper Marine
1996-1997	Herman “Bud” Cooper*	Lacey
1997-1999	James V. Leta	Lacey
1999-2001	Louis J. Dispenza	Philip K. Dorn
2001-2003	Robert S. Swain	1775
2003-2005	Richard D. Basile	Patterson
2005-2007	William G. Wilson	Burlington County
2007-2009	Philip J. Uecker *	Cape Atlantic
2009-2011	Robert P. Fackina Jr.	Hunterdon County
2011-2013	Anthony C. Modzelewski	Reynolds
2013-2015	Rosemary Fleming	John Basilone
2015-2017	Harry Prince	Semper Fidelis
2017-2019	Douglas Rattazzi	Cape Atlantic
2020-2021	Joseph DeAngelo Jr.	Jersey Shore Marines
2021-2023	John Cleary	West Hudson Detachment

**MARINE CORPS LEAGUE
DEPARTMENT OF NEW JERSEY**

HONORARY PAST DEPARTMENT COMMANDANTS

1954	Richard Peer*	Morris County Detachment (Slattery)
1955	Dennis W. Green*	Paul R. Michael Detachment
1957	William S. Stuhr*	Cpt. Kenneth B. Collings Detachment
1990	Mary B. Krauss*	Lacey Detachment (Smith)
2001	James F. Powell*	West Hudson Detachment
2003	Daniel Muckel*	Semper Fidelis Detachment
2004	Paul Taylor	Dramis Detachment
2009	John Zakian*	Burlington County Detachment
2010	Murray Sklar*	West Hudson Detachment
2015	James Bastien	1775 Detachment
2017	Don Mack	Hunterdon County Detachment

DEPARTMENT OF NEW JERSEY MARINE CORPS LEAGUE
DISTRICTS

DISTRICT 1	Reinhard, Central Jersey Leathernecks, Danowski, J. J. Gardner
DISTRICT 2	Gooney Birds, Lakeland, Passaic County, Jedh C. Barker*
DISTRICT 3	Air Land & Sea, Bayonne, West Hudson
DISTRICT 4	Smith, Jackson, PFC Vincent Fressetto **
DISTRICT 5	Cape Atlantic, Dramis
DISTRICT 6	Jersey Shore Marines, Cpl. Reynolds
DISTRICT 7	Salem County, Semper Marine, Franklinville Twp Devil Dogs
DISTRICT 8	Burlington County, Trenton, Garden State
DISTRICT 9	Patterson, Slattery, Hunterdon County Bulldogs
DISTRICT 10	1775, Giordano, Semper Fidelis
DISTRICT 11	John Basilone, Tinker Dorn, Gy.Sgt. Paige, Road
MAL	Garden State Detachment

*** Formerly Saddle River Detachment**

**** Formerly Toms River Detachment**

DEPARTMENT OF NEW JERSEY
MARINE CORPS LEAGUE
COMMANDANT'S AWARD

2002	JIM WENTZELL	SALEM COUNTY DET.
2003	LEW WASTRICK	JOHN BASILONE DET.
2004	DICK BRANDT	HUNTERDON COUNTY DET.
2005	PHIL UECKER	CAPE ATLANTIC
2006	BOB FACKINA	HUNTERDON COUNTY DET
	BOB SWAIN	1775 DETACHMENT
2007	RICH BASILE	PATTERSON DET.
2008	BILL WILSON	BURLINGTON COUNTY DET.
2009	CHARLES FIELDS	CAPE ATLANTIC DET.
2010	DON MACK	HUNTERDON COUNTY DET.
2011	TONY MODZELEWSKI	GARDEN STATE DET.
2012	BILL WILSON	BURLINGTON COUNTY DET.
	DAVE KEENE	DRAMIS DETACHMENT
2013	DAN BRADLEY	TOMS RIVER DETACHMENT
2014	PAT SCOTT	GARDEN STATE DETACHMENT
	DOUG RATTAZZI	JOHN BASILONE DETACHMENT
2015	RICH BASILE	GARDEN STATE DETACHMENT
2016	DOUG RATTAZZI	CAPE ATLANTIC DETACHMENT
2017	JOE PATRICK	CAPE ATLANTIC DETACHMENT
	JOSEPH DeANGELO	JERSEY SHORE MARINES
2018	NO RECIPIENT	
2019	NO RECIPIENT	
2020	NO RECIPIENT	
2021	NO RECIPIENT	
2022	MICHAEL WALUK	DANOWSKI DETACHMENT

DEPARTMENT OF NEW JERSEY
MARINE CORPS LEAGUE
Victor T. Fischer Award

2021	John Cleary	West Hudson
2022	Christopher Soldano	Hunterdon County Bulldogs
2023	Janet Misak	John Basilone

SECTION 2

REPORTS AND WHERE TO SEND THEM

WHO GETS WHAT?

➤ DUES TRANSMITTALS & TRANSFERS

- *DEPARTMENT PAYMASTER*

➤ REPORT OF DEATH

- *DEPARTMENT CHAPLAIN*

➤ INSTALLATION REPORTS

- *DEPARTMENT ADJUTANT*

➤ LIFE MEMBER REPORTS

- *DEPARTMENT JR. VICE COMMANDANT*

➤ 990 REPORTS

- *SENT TO IRS AND COPY TO DEPARTMENT SR. VICE COMMANDANT*

<https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard>

MCL 1024 Application for 501 C4 Reinstatement

Contact IRS at <http://www.irs.gov/Charities-&-Non-Profits/Reinstatement-of-Tax-Exempt-Status-after-Automatic-Revocation>

Reinstatement of Tax-Exempt Status after Automatic Revocation

If an organization has had its tax-exempt status automatically revoked and wishes to have that status reinstated, it must file an application for exemption and pay the appropriate user fee even if it was not required to apply for exempt status initially.

If the IRS determines that the organization meets the requirements for tax-exempt status, it will issue a new determination letter. The IRS also will include the reinstated organization in the next update of *Exempt Organizations Select Check* (Pub. 78 database), and indicate in the IRS Business Master File (BMF) extract that the organization is eligible to receive tax-deductible contributions. Donors and others may rely upon the new IRS determination letter as of its stated effective date and on the updated *Exempt Organizations Select Check* and BMF extract listings.

In most cases, the effective date of reinstated exemption will be the date that the organization's exemption application was submitted to the IRS. However, organizations may choose to request that reinstatement be retroactive to the effective date of revocation. The IRS will grant retroactive reinstatement of exemption under certain limited circumstances. A new IRS fact sheet explains reinstatement options. Because the list is an official IRS record of organizations that lost their exempt status for failing to file for three consecutive years, an organization whose exempt status is reinstated remains on the list.

Page Last Reviewed or Updated: 09-May-2014

Automatic Revocation - How to Have Your Tax-Exempt Status Retroactively Reinstated

Organizations whose tax-exempt status was automatically revoked because they did not file required 990 series returns or notices for three consecutive years can apply for reinstatement of their tax-exempt status.

In a new Revenue Procedure 2014-11, the IRS explains the four procedures an organization may use to apply for reinstatement.

Streamlined Retroactive Reinstatement

Organizations that were eligible to file 990-EZ or 990-N (*ePostcard*) for the three years that caused their revocation may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- Have not previously had their tax-exempt status automatically revoked.
- Complete and submit Form 1023 or Form 1024 with the appropriate user fee not later than 15 months after the later of the date of the organization's Revocation Letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website.

These organizations should write on the top of the Form 1023 or Form 1024, "Revenue Procedure 2014-11, Streamlined Retroactive Reinstatement," and mail the application and user fee to:

Internal Revenue Service
P.O. Box 12192
Covington, KY 41012-0192

In addition, the Service will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure and files properly completed and executed paper Forms 990-EZ for all such taxable years. (For any year for which the organization was eligible to file a Form 990-N, the organization is not required to file a prior

MCL 1024 Application for 501 C4 Reinstatement

year Form 990-N or Form 990-EZ to avoid penalties.) The organization should write "Retroactive Reinstatement" on the Forms 990-EZ and mail them to:

Department of the Treasury
Internal Revenue Service
Ogden, UT 84201-0027

Retroactive Reinstatement Process (Within 15 Months)

Organizations that cannot use the Streamlined Retroactive Reinstatement Process (such as those that were required to file Form 990 or Form 990-PF for any of the three years that caused revocation or those that were previously auto-revoked) may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- Complete and submit Form 1023 or Form 1024 with the appropriate user fee not later than 15 months after the later of the date on the organization's revocation letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website.
- Include with the application a statement establishing that the organization had reasonable cause for its failure to file a required annual return for at least one of the three consecutive years in which it failed to file.
- Include with the application a statement confirming that it has filed required returns for those three years and for any other taxable years after such period and before the post-mark date of the application for which required returns were due and not filed.
- File properly completed and executed paper annual returns for the three consecutive years that caused the revocation and any following years. The organization should write "Retroactive Reinstatement" on these returns and mail them to:

Department of the Treasury
Internal Revenue Service Center
Ogden, UT 84201-0027

These organizations should write on the top of the Form 1023 or Form 1024, "Revenue Procedure 2014-11, Retroactive Reinstatement," and mail the application and user fee to:

Internal Revenue Service
P.O. Box 12192
Covington, KY 41012-0192

In addition, the Service will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure.

Retroactive Reinstatement (After 15 Months)

Organizations that apply for reinstatement more than 15 months after the later of the date on the organization's revocation letter (CP-120A) or the date the organization appeared on the Revocation List on the IRS website may have their tax-exempt status retroactively reinstated to the date of revocation if they:

- Satisfy all of the requirements described under the "Retroactive Reinstatement (Within 15 Months)" procedure EXCEPT that the reasonable cause statement the organization includes with its application must establish reasonable cause for its failure to file a required annual return for all three consecutive years in which it failed to file.

In addition, the Service will not impose the Section 6652(c) penalty for failure to file annual returns for the three consecutive taxable years that caused the organization to be revoked if the organization is retroactively reinstated under this procedure.

Post-Mark Date Reinstatement

Organizations may apply for reinstatement effective from the post-mark date of their application if they:

- Complete and submit Form 1023 or Form 1024 with the appropriate user fee.

MCL 1024 Application for 501 C4 Reinstatement

These organizations should write on the top of the Form 1023 or Form 1024, "Revenue Procedure 2014-11, Reinstatement Post-Mark Date," and mail the application and user fee to:

Internal Revenue Service
P.O. Box 12192
Covington, KY 41012-0192

What's a Reasonable Cause Statement?

A reasonable cause statement establishes that an organization exercised ordinary business care and prudence in determining and attempting to comply with its annual reporting requirement. The statement should have a detailed description of all the facts and circumstances about why the organization failed to file, how it discovered the failure, and the steps it has taken or will take to avoid or mitigate future failures. For a detailed explanation see Section 8 of Revenue Procedure 2014-11.

Pending Reinstatement Applications and Previously Granted Applications

The reinstatement processes above apply to pending reinstatement applications to the extent they benefit an organization's ability to be retroactively reinstated.

For organizations that have been previously reinstated from the post-mark date but would have satisfied the streamlined retroactive reinstatement process requirements, they will be retroactively reinstated with no further action. They should keep their reinstatement determination letters and a copy of Revenue Procedure 2014-11.

For organizations that have been previously reinstated from the post-mark date but would have satisfied either the retroactive reinstatement within 15 months process requirements or the retroactive reinstatement after 15 months process requirements, they may reapply under Revenue Procedure 2014-11 on or before May 2, 2014. See Section 10 of Revenue Procedure 2014-11 for details.

Avoid Being Automatically Revoked Again – File Annual Returns

An organization can be automatically revoked again if it fails to file required returns for three consecutive years beginning with the year in which the IRS approves the application for reinstatement. Organizations seeking reinstatement of tax-exempt status after a subsequent revocation are not eligible to use the Streamlined Retroactive Reinstatement Process.

Related Material

- [How to Apply to be Tax Exempt](#)
- [Annual Reporting and Filing](#)
- Online course- [Applying for Section 501\(c\)\(3\) Status - An Overview](#) (37 minutes)

Notice 2011-44, Application for Reinstatement and Retroactive Reinstatement for Reasonable Cause under Internal Revenue Code § 6033(j), is modified and superseded.

MCL 1024 Application for 501 C4 Reinstatement

Form 1024 Sections

Page 1 – Complete as required

Part 1 Identification of Applicate Check box b for all Detachments, Departments, Devil Dogs and Auxiliary units are all 501(c) 4

Page 2 – Complete as required

Activities & Operational Information (These would be Fundraisers, Toys for Tots, all humanitarian aid in your area, MCL Foundation; Local Scholarships, Children's Hospitals support for programs and any other 501 (c) 3 organizations in the Local communities.)

Page 3 – Complete as required

Page 4 – Complete as required

Page 5 – Complete as required

Page 6 – Skip Not applicable

Page 7 – Skip Not applicable

Page 8 – Skip Not applicable

Unless Part II Item 4 (Page 3) is applicable and most MCL activities are not

Page 9 - Skip Not applicable

Page 10 – Missing from IRS Document

Page 11 - Skip Not applicable

Page 12 – Instructions

Page 13 - Skip Not applicable

Page 14 - Skip Not applicable

Page 15 - Skip Not applicable

Page 16 - Skip Not applicable

Page 17 - Skip Not applicable

Page 18 - Skip Not applicable

Page 19 - Skip Not applicable

MARINE CORPS LEAGUE



GUIDEBOOK FOR DETACHMENT OFFICERS

UPDATED FEBRUARY 2013

Guidebook

Incorporated by act of Congress
August 4, 1937



MARINE CORPS LEAGUE

Welcome to the Marine Corps League!

Forming your new detachment has been the hardest part of this whole process. Now you are ready to participate in the best part. That is to take part in all of the activities and camaraderie of the Marine Corps League.

This Guidebook has been prepared to give you an overview of the activities and some of the procedures of the League. The Guidebook should be required reading for all Officers. There are job descriptions for each office that will give an idea of what is expected in fulfilling their duties as a Detachment Officer.

It is suggested that your Officers be encouraged to purchase their own copy of the Guidebook from National Marine Corps League Ships Stores. They will find that it contains invaluable information for helping them to become an effective and valuable Officer in the Detachment.

The Guidebook is made up of four Sections with each Section having several subsections.

As you read the various sections, you will find there is a wealth of information incorporated into the Guidebook that will give you the tools to work with. If there is something that you feel is not covered, don't hesitate to ask. Follow the Chain of Command and inquire first of your Department Officers and then if you still have a question, contact National Headquarters at 1-800-625-1775.

Semper Fidelis!

SEMPER FIDELIS
"Once a Marine, Always a Marine"

PREFACE

The "GUIDEBOOK for DETACHMENT OFFICERS," developed for Detachments in the Marine Corps League, is a summary of information received over the years from many Detachments, Departments, and National Officers. The following are suggested methods for use of the "GUIDEBOOK":

- Attend MCL training sessions so that ideas and comments may be exchanged between Officers from other Detachments
- Set aside time at general meetings or Officers' meetings, to discuss ideas and comments, section by section, to determine applicability to your Detachment, or to generate ideas that will apply to your Detachment.
- Make notes of what works and does not work for your Detachment. And provide feedback to Department Officers, so that the GUIDEBOOK may be expanded, amended and/or modified
- Be proactive in seeking solutions to specific problems in your Detachment by contacting other Detachments, and/or calling on Department Officers
- Do not be afraid of trying something NEW or DIFFERENT, and reporting on the results to other Detachments or your Department
- Keep in mind that there is a family of MARINES in the Detachments and Departments that are willing to support and assist you.

The Guidebook is intended to be a "HELP GUIDE" to existing and new Detachments. A continuing effort will be made to update and upgrade this document so it will be more useful. The objective of this guide is to increase the capabilities of all Detachments and Departments within the Marine Corps League by combining it with training programs which address specific issues to include Officer duties and responsibilities, effective meetings and programs, and developing financial stability and leadership.

This Guidebook will hopefully provide guidance and encouragement for your Detachment to excel. It is not a manual of explicit rules, but rather a guideline and extraction of ideas for your use in developing and maintaining a dynamic and successful Detachment. Keep in mind that every Detachment differs in the make up of its members and its geographic location. It is important to develop and employ those capabilities and programs that will make your Detachment successful. To that end, we encourage you to ask questions and relate your success stories at Department meetings and with other Detachments. If we work as a team to strengthen our existing Detachments, promote new Detachments in the right direction, and communicate constantly within the Department, we will benefit all Marines and members within the Marine Corps League.

The National Officers who have assembled this Guidebook hope you will benefit from the material, and that you will keep us informed as to how to improve the Guidebook and training programs as they are developed.

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PART I - GENERAL INFORMATION

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1.1 Marine Corps League History

The Marine Corps League is the outgrowth of Marine Clubs established by Marines returning to the U. S. from the trenches of France in 1918. As those clubs grew in size and number, they became more active in the pursuit of objectives of interest to their members and in support of the Corps. In November 1923, Major General John A. Lejeune, then the Commandant of the Marine Corps, convened the first conference of Marines in support of the Corps. It was apparent that there was a need for a formal organization. Plans were drawn and a petition was sent to Congress to grant a Congressional Charter to the League. A charter was granted on 3 August 1937, by Public Law #243, passed by the 74th Congress, USA.

Currently, the League boasts a membership of over 72,000 men and women, officer and enlisted, active duty, Reserve Marines, honorably discharged Marine Veterans and qualified FMF Corpsmen. There are 49 Departments in the League with more than 1100 Detachments chartered. The League is supported by an Auxiliary with a membership of approximately 4000. A National network of over 400 accredited Service Officers assist veterans in adjudicating claims against the government as a result of active duty service. The Marine Corps League is headed by an elected National Commandant (CEO) with 14 elected National Staff Officers who serve as trustees. The National Executive Director (COO) is employed by the National Board of Trustees and is responsible for the management and direction of National Headquarters as well as all programs, activities and affairs of the Marine Corps League.

Dependents of League members are granted many scholarships by the National and Department Scholarship Committees.

Over 300 members of the Marine Corps League support the Veterans Administration Volunteer Service (VAVS) program. These dedicated Volunteers go into the VA Medical Centers and provide service and assistance to the paid professional staffs. The VA credits these Volunteers with personal service that cannot be provided to patients by the VA Staff. In the League's National VAVS program over 60,000 volunteer hours are credited each year.

The Young Marines of the Marine Corps League Program is open to all youths 8 to 18 years of age (male & female). The Young Marines are given training in physical fitness, life saving, swimming, camping and taught self-reliance along the lines of Marine Corps training by volunteer Leaguers and associate leaders.

In addition, the League's Boy Scout program is making tremendous strides to become a vital part of our support of the Youth of America.

Our National Executive Director works out of National HQ and provides representation to the U. S. Congress in legislative matters affecting the Marine Corps.

The bi-monthly Marine Corps League magazine "Semper Fi" is among the finest military publications currently in print.

1.2 Congressional Approval for Incorporation

Seventy-Fifth Congress of the United States of America

At the First Session

Begun and held at the City of Washington on Tuesday, the fifth day of January, one thousand nine hundred and thirty-seven

AN ACT

To incorporate the Marine Corps League

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SEC. 1. That major General John A. Lejeune, United States Marine Corps, retired, honorary national commandant; Maurice A. Ilch, national commandant; Roy S. Taylor, senior national vice commandant; Kenneth B. Collings, junior vice commandant; Alexander F. Ormsby, national judge advocate; Reverend John H. Clifford, national chaplain; Edward A. Walker, national sergeant at arms; John B. Hinckley, Junior, national adjutant and paymaster; John E. Brock, national chief of staff, are hereby created a body corporate of the name "Marine Corps League."

SEC. 2. That the purposes of this corporation shall be: (a) to preserve the traditions and to promote the interests of the United States Marine Corps; (b) to band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy; (c) to fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms; (d) to hold sacred the history and memory of the men who have given their lives to the Nation; (e) to foster love for the principles which they have supported by blood and valor since the founding of the Republic; (f) to maintain true allegiance to American institutions; (g) to create a bond of comradeship between those in the service and those who have returned to civil life; (h) to aid voluntarily and to render assistance to all Marines and former Marines as well as to their widows and orphans; (i) to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of peculiar interest to Marines.

SEC. 3. That the corporation: (a) shall have perpetual succession; (b) may charge and collect membership dues and receive contributions of money or property to be devoted to carrying out the purposes of the organization; (c) may sue or may be sued; (d) may adopt a corporate seal and alter it at pleasure; (e) may adopt and alter by-laws not inconsistent with the Constitution and laws of the United States or of any State; (f) may establish and maintain offices for the conduct of its business; (g) may appoint or elect officers and agents; (h) may choose a board of trustees, consisting of not more than fifteen persons nor less than five persons, to conduct the business and exercise the powers of the corporation; (i) may acquire, by purchase, devise, bequest, gift or otherwise, and hold, encumber, convey, or otherwise dispose of such real and personal property as may be necessary or appropriate for its corporate purposes; and (j) generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created.

SEC. 4. That the corporation shall, on or before the 1st day of December in each year, transmit to Congress a report of its proceedings and activities for the preceding calendar year, including the full and complete statement of its receipts and expenditures. Such report shall not be printed as public documents.

SEC. 5. That the right to alter, amend, or repeal this Act at any time is hereby expressly reserved.

Approved, August 4, 1937.

Approved
Aug 4 1937
Franklin D. Roosevelt

Mr. B. B. Bannister
Speaker of the House of Representatives

Robert M. La Follette
President of the Senate pro tempore

1.3 Incorporation for the Marine Corps League

Why incorporate? It is common among several states to treat each entity containing two or more individuals pursuing a common goal as if they were a partnership unless these persons have correctly and continuously formed and operated as something else. Thus, twenty Marines in an unincorporated chartered Detachment are, by law, custom, or both, deemed to be a partnership. The odds are that there will be no adverse consequences. BUT, if you lose this bet, the penalty can be devastating.

The exposure in a partnership is total individual liability for each of the Detachment members (in this case, each of the full twenty Marines would be liable) for any judgment against a partnership. It is almost universally held that each partner has personal liability for all partnership obligations. In addition, each partner (e.g., the Commandant, a Committee Chairman, or even the newest member) may make a decision binding on all other partners. Financial liability comes in many guises. A member's wife slips and falls in the parking lot, a guest is injured at a picnic, or a contract is breached. The member with a house free and clear would be the first target of a lawsuit, well ahead of that member who is unemployed and without a home or automobile. Houses, automobiles and boats would continue to be forfeited until the entire judgment was satisfied.

To avoid any legal ramifications of membership in the Marine Corps League, National Headquarters requires each Detachment to file for corporate status within two years of receiving its charter. Failure to comply may result in a MCL penalty fee. While there may be several reasons for becoming incorporated, the main reason for the individual Leaguer is personal protection of assets. Many lawyers recommend you become incorporated ASAP, for everyone's protection. Nonprofit Incorporation is the recommended path. A corporation's exposure is limited to its own assets provided it follows the corporation rules.

Each state has rules and forms concerning incorporation. Some require annual fees and financial filings while others insist on only the initial fee and require a financial report only where the Federal Government requires one. These rules, fee schedules and forms are generally available from the Secretary of State offices in the several States, either from a state government web site or direct contact via US mail or telephone.

There are other rules. A correctly formed and operated Corporation shields each individual member of the League from becoming liable for the satisfaction of any possible court issued judgment. These other rules are court imposed and among them are the requirements of annual board meetings, strict accounting of corporate income and expenses, a current registered agent (or formal contact person) and designation of a controlling body (the League uses the term "Board of Trustees" but by whatever name, this body is the Corporation's Board of Directors).

The Corporation's controlling group has certain duties. These duties include a good faith effort to manage the affairs of the Corporation through attending meetings, examining financial statements to assure each Officer is complying with the rules, Bylaws and directives of the board and examination of the books and records where called for. Overlying all is the duty of good faith and reasonable judgment. To do otherwise is to break

faith with the membership at large and risk personal liability. A corporation, through its Bylaws, determines its Board of Directors (Trustees) makeup and the authority of the Board during the interim between any required annual meetings.

1.4 Duties of the Corporate Officer

In general, Corporate Officers and Directors are designated and fully identified in a Detachment's Bylaws. While there is no requirement to adopt Bylaws at the Detachment (National Bylaws, Article Five, Sect. 505) or at the Department levels (Article Four, Sect. 400), failure to do so can lead to confusion, chaos and even anarchy. Where Bylaws are adopted, articles of the National Bylaws specify just who is a Director regardless of how they might be identified. The term Trustee is used in the place of Director in these Bylaws. The actual term is of no matter. Trustee, Director or any like term means a person with decision making authority and responsibility.

The failure of any Corporate Officer to act responsibly may result in at least embarrassment and at most legal problems. We need only recall the troubles of Enron, Tyco, and Adelphia for examples of lack of attention by Directors resulting in mismanagement on a grand scale leading to the massive squandering of corporate funds.

Each Corporate Officer has the duty to act as caretaker for the interests of the shareholders (the "red hats" in the MCL). Those that the Corporation has designated as "Directors" have a special duty of care in that these persons must examine all aspects of the corporate business. Adherence to procedures, financial reports, submissions of substantiated expense accounts are but some of these responsibilities. The lesson we learn from recent scandals is that each Director is responsible for a reasonable effort in management of the corporate affairs.

The National Bylaws specify that at least four members must be elected as Officers (Department Section 405, Detachment Section 510) and that (only) the elected Officers constitute a Board of Trustees (Department Section 415, Detachment Section 525). Other needed members (finance, correspondence, etc.) may be chosen by election or appointment (Note: Members of the Board that are elected are full voting members while members that have been appointed serve in an advisory capacity.) A Department, through its Bylaws or, absent Bylaws, at a Department Convention (Section 405) may determine that its interests are best served by having formal input from its Detachments. A Department Bylaw can be crafted that indicates Detachment Commandants are also full members of the Department Board of Trustees.

1.5 Purposes of the Marine Corps League

➤ To preserve the traditions, promote the interest, and perpetuate the history of the United States Marine Corps and, by fitting acts, to observe the anniversaries of historical occasions of particular interest to Marines.

- To band together those who are now serving the United States Marine Corps and those who have been honorably discharged from that service together in fellowship, that they may effectively promote the ideals of American freedom and democracy.
- To fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they served their nation under arms.
- To hold sacred the memory and history of men who have given their lives to the nation.
- To foster love for the principles that they have supported by blood and valor since the founding of the Republic.
- To aid voluntarily and to render assistance to all Marines, uniformed and civilian, as well as to their widows and orphans.

1.6 Participation

The primary reason Marines join the Marine Corps League is to associate with a Marine organization. There are other Marine associations, but Marine Corps League offers all Marines and qualified FMF Corpsmen of every era, rank, and unit an opportunity to participate together in an organization of Marines.

Among Marines who participate in Detachment activities, past surveys have shown that there are three specific reasons consistently given for joining and actively participating:

1. Camaraderie and association with other Marines and FMF Corpsmen
2. The fact that Marines get things done
3. Marines take care of their own

The second and third reasons refer to the certainty that when programs and projects are initiated, Marines follow through and accomplish tasks in an outstanding manner, and Marines are there for each other, and their families.

Every Marine who joins and participates in some manner is seeking some personal satisfaction from being a member of the Detachment. Those reasons will vary from member to member, and it is important for the Detachment to stay aware of those reasons in order to meet the needs and expectations of the membership. By the same token, a single Detachment cannot always "be all things to all people," so it is important that programs and activities reflect the majority needs, still allowing those who wish to promulgate new ideas and objectives to do so.

From surveys taken in Detachments, some of the reasons cited by members for their participation, in addition to camaraderie and goal achievement include:

- Participating in patriotic events, ceremonies, parades and color guards

- Developing and supporting programs to cultivate positive youth activities through Young Marines, Youth Physical Fitness Programs, education in schools on patriotism and responsible citizenship, and/or assisting existing youth programs, such as Scouting, JROTC, Boys & Girls clubs, and supporting local, state and National Scholarship Programs.
- Providing service for, and supporting, the annual Marine Corps Reserve Toys for Tots campaign through collection and distribution of toys.
- Developing and/or assisting in veterans programs that support veterans in need, such as the VA Volunteer Services program for VA hospitals, veterans stand-down programs, direction and guidance for veterans needing assistance, and support of other veteran programs.
- Supporting Marines, Marine units, and Marine families. Assistance and support to families during times of deployment, sustaining programs and activities of the Marine Corps and developing programs which help Marines get their job accomplished and interface effectively within the community.
- Developing programs and events that raise funds for Detachment and Marine Corps League objectives.
- Developing programs of special interest to Marines such as the annual Marine Corps Birthday celebration, recognition of Naval Corpsmen on their anniversary and honoring Marines on special occasions and events.
- Supporting and/or developing programs that lend assistance to those in need within the community, such as food drives, hospital assistance and participating in community programs and events.
- Taking care to support members and Marines and their families in time of distress, need, and illness by personal contact, cards, gifts, and financial assistance (if appropriate and/or realistic).
- Developing social events on a regular basis that are of interest to members, Marines, and/or their families that develop Detachment cohesiveness and esprit de corps
- Acknowledging members, Marines and community citizens for deeds and actions that warrant recognition through awards, certificates, plaques, etc.
- Participating members need challenges (it's the Marine way). Setting goals and objectives that will peak interest and stretch capabilities will tend to draw members to meetings and activities. One other fact to keep in mind is that programs and activities of the Detachment should be selling points to keep members and to recruit new members. By advising the news media of Detachment events, some publicity and free advertising may be available as well.

1.7 Why Marines Join the Marine Corps League

Many individuals associate themselves with organizations, yet are not active participants. The goal of any volunteer organization is to first recruit members and then provide programs, meetings and activities that will attract active participation. It should be emphatically noted that passive members are important to the Marine Corps League and the Detachment – some members want to support the organization, but for a variety of reasons, cannot be active. Keep in mind that these members are Marines, and the first step in developing a Detachment, is getting the support through membership of as many Marines & FMF Navy Corpsmen as possible. Then it's up to the Officers and active members to develop appealing programs and activities that will draw the interest of the passive members.

Keeping in touch with the passive members is important – to let them know what the Detachment is doing, and encouraging them to participate. From time to time, it is important to determine what may be preventing a member from being more active. And, it is equally important to identify what attracts active members to participate in the Detachment. With this information, Officers and members can sell passive members and prospective members on the rewards and benefits of belonging and participating in a Detachment of the Marine Corps League.

1.8 Excuses for not Joining and the Role of Perseverance

Every member of a Detachment has a responsibility to the Detachment to contact and recruit prospective members. In addition, the Detachment should have programs for advertising or broadcasting information about the Detachment and the Marine Corps League. **THIS, IN REALITY, IS A JOB OF MARKETING AND SELLING.** **Marketing** and advertising is the process of broadcasting information about the Detachment. **Selling** is the individual contact with prospects to bring them on board by completing the application and collecting their dues. Selling is also the art and practice of overcoming objections.

Experience dictates that approximately 10% of the contacts made will join. But factors that will increase this percentage significantly are persistence in contacting prospective members, and general publicity of the Detachment activities within the community (giving credibility and positive image to the organization).

Remember to keep a record of prospective member's names, addresses and phone numbers, as well as tracking the status of contacts with prospects. This is a constant, on going effort, and every member should volunteer to make calls and contact potential members.

Perseverance in selling is the only way to assure success in recruiting. Some basic rules for selling are:

- Never take "no" for an answer and quit. Let the prospect know that you will call from time to time and will send him/her information or newsletters on events and programs that may be of interest;

➤ When an excuse is rendered that will limit the prospects participation, remember that the first objective is to sign the prospect on as a member—that is the minimum form of participation. He/she may have ideas that can be solicited by phone that will contribute to the Detachment;

➤ Engage a prospect in conversation about his/her experience in the Marine Corps and try to relate your own experience, and why you joined the League;

➤ Your motivation and enthusiasm for the programs and activities of the Detachment can be a great selling tool in making a prospect a member;

➤ Be congenial and create an atmosphere that causes the prospect to feel he/she will be joining a family, and he/she will be a part of and supporting something of value and importance;

➤ Be sure to recognize that this is an organization of Marines and FMF Corpsmen that “take care of our own” and look out for others in the Veteran and civic community. Marines, as well as others, will sometimes procrastinate in making a commitment to join an organization. Generally, the negative response from a prospective member will take the form of a flat “no, I’m not interested” or “well, I can’t do it at this time.”

➤ The following information may assist in overcoming excuses and objections for someone to join the Detachment and the Marine Corps League.

➤ “I served my time in the Corps and I’m not interested in joining the League.”

Comment - Encourage the prospect to talk about his service, where he served and his experiences—try to solicit positive experiences about his association with the Marine Corps. Summarize the purposes of the League and explain the Detachment programs and activities. If the prospect is not swayed, ask if it is okay to call from time to time and tell the prospect you will be sending information and/or newsletters on activities and events in the future.

➤ “I don’t have time; I won’t join unless I can find time to participate.”

Comment - (This is the most common excuse – we know the busiest people are generally productive and find time.) Let the prospect know that you understand that time is valuable and that job and family are important. By joining, the prospect will be participating, and there may be events and activities that he/she will be able to set aside time for. Indicate that the Detachment will stay in touch and solicit ideas by phone and newsletter. Joining, even in a passive role, shows support for Marines in the area and provides the opportunity for association with Marines and supporting Detachment programs and goals. Joining is the important step, and hopefully it is only the first step.

➤ “I already belong to “x” number of organizations or other Marine Associations.”

Comment - Ask the prospect to tell you about the organizations and the time he/she spends with them. Indicate that the Marine Corps League is the only association for only/all Marines and that membership in the League should not detract from

commitments to other Marine Associations, or Veteran's organizations, but should augment his/her participation as a Marine and/or a Veteran.

➤ "I don't see what you have to offer" or "I don't see where this organization is going."

Comment - This is a response to take heed to, particularly if the prospect has attended a League meeting. It may mean that the prospect sees no direction, challenge, or difference between this organization and a bad experience at another Veteran's organization. An appropriate response is to determine the shortcomings, and invite the prospect to join to help strengthen the organization and its shortcomings through his/her joining.

➤ "I can't join now, but keep me informed" or "I need to spend time with my family."

Comment - It's easy enough to let the prospect know that you will stay in contact, or that you will send information to them periodically. Refer back to item #2 above, for how to handle these objections. But bear down and let the prospect know that by joining now, he/she won't be missing any programs or activities – and in fact, they can become part of the input into the Detachment programs. If the Detachment has events and meetings that are open to families, friends, and guests, make it a point to tell the prospect that there are family programs for all the members – this just becomes a social event that includes other Marines and their families. Emphasize that the Detachment needs the prospect to participate in the activities, or offering their ideas, and also becoming part of the local Marine Corps League family.

1.9 Benefits of Joining the Marine Corps League

Normally, every individual is interested in knowing how joining an organization will benefit them personally. Sometimes that benefit is transformed into how the individual might contribute to the organization. Every Detachment and every member should be able to respond to the question of "How does the Marine Corps League benefit me?" These are some of the generic benefits provided by the Marine Corps League, the National organization, and the Department.

➤ A voice in Congressional and Legislative matters (as a result of the Congressional Charter) on a National level. The Department also has a legislative Officer that participates on a Department level.

➤ A periodic magazine that provides information on the Marine Corps, the League, Departments, and Detachments.

The most important benefits are those that occur at Detachment level:

- Association with Marines from all eras and various units
- Opportunity to contribute and support Detachment programs
- Opportunity to work with Marines to achieve worthwhile objectives
- Opportunity to support Marines and their families
- The reward of personal and Detachment accomplishment and achievement

1.10 The Dynamics of the Marine Family

Members, and potential members, of the Marine Corps League come from different backgrounds, they vary in age, their military and civilian experience and knowledge varies, and their interest diverge, depending on past and current situations. The common denominator is they are Marines.

One of the greatest selling points of the Marine Corps League is the fact that **all** Marines are welcome, regardless of the era in which they served, the unit they served with, or the rank they attained – it's having worn the Eagle, Globe and Anchor on the uniform collar that is important!! The League is open to all Marines and FMF Corpsmen, regardless of national origin, race, or sex. Bringing together members from all these backgrounds is rewarding (there's a lot of sea stories to be told), and it is important to the Detachment because this is the manner in which the organization will grow, succeed, and endure.

In seeking membership for the Detachment, it is important to pursue Marines and FMF Corpsmen from every source and era served. The Detachment **must not** develop cliques or become a "good ole boys club" that excludes some Marines. The League is **OPEN** to all eligible Marines and FMF Navy Corpsmen.

It is also important to understand that because of the diversity of the background that has been described above, the needs to be satisfied and the interest of potential members will vary considerably. In addition, younger Marines are generally job and/or family oriented and short on funds (but capable of more strenuous duties), whereas, more senior Marines have more time for volunteer organizations, but are less desirous of carrying on some of the activities.

Therefore, it's also important to attract Marines from every era, with the understanding that the older Marines represent the experience, knowledge and traditions of the Corps and the League, and that the younger Marines will develop and carry on the traditions, programs and future leadership of the League. Every Detachment has a responsibility to its members to assure that "the torch will be passed" and that the Detachment will remain a viable and dynamic entity.

Because of the divergent backgrounds of members and potential members, it is necessary for each Detachment to assess its capabilities, and the programs and activities that will be meaningful to the membership or prospective members. This often means having multiple objectives and activities that challenge the interests of all or most of the members' backgrounds represented in the Detachment. Again, *leadership and communication* are important to learning these requirements and developing appropriate directions to increase member participation.

It is important to provide social functions for the Detachment – but most Marines also want to contribute something (time, effort, leadership, funds) to a cause that they believe will enrich their community, Veterans and/or fellow Marines.

PART II – DETACHMENT INFORMATION

Section 2.1 – Forming/Reactivating a Detachment

Section 2.2 – Getting Started

Section 2.3 - Formation/Reorganization Meeting

Section 2.4 – Missions, Objectives, & Planning

Section 2.5 – Requirements for Detachment Functions

Section 2.6 – Officers' Duties & Responsibilities

Section 2.7 – Detachment Officers Oath

Section 2.8 – Functions & Objectives of Detachment

Section 2.9 – MCL Officer Training

Section 2.10 – Order for Business Meeting

Section 2.11 – Do's and Don'ts for Officers

Section 2.12 – Rules for Success

Section 2.13 – MCL Types of Membership

2.1 Forming/Reactivating a Detachment

A Detachment has its beginning before it is chartered. There is the process of finding members who are interested in promoting the purposes of the Marine Corps League, and there is the process of organizing to become a viable organization. Once chartered, the real work for the Officers and members begins. The goal of every FORMING or REORGANIZING Detachment is to grow, expand programs, enlist the participation of all members, remain a dynamic and meaningful organization and enjoy the fellowship of Marines and eligible FMF Corpsmen. That should also be the goal of every other Detachment in the Marine Corps League.

The primary factor in attaining this goal is leadership. Along with leadership are initiative, commitment, perseverance, teamwork, and competence. In reality, the members of the organization will probably not have all the experience and knowledge necessary to readily and immediately tackle all the issues at hand. That's where initiative, commitment, perseverance and teamwork are important. With those traits, Officers and members can learn and experience what they are going to need to know to succeed. Knowledge and experience to attain competence will not happen immediately. Training, information, and assistance from other Detachments and/or the Department can help fill the void.

With the above thoughts in mind, WHAT DOES IT TAKE TO FORM/REACTIVATE A DETACHMENT? Normally, one or more Marines must take the lead in contacting potential eligible members and scheduling a meeting to discuss the interest and the feasibility of reactivating a Detachment. If one or more of these individuals has had prior experience in the League, they would be better qualified to relate the hardships, rewards and advantages of starting up a new Detachment. Even with prior League experience, many steps must be taken that they may never have been involved in before. Therefore, the purposes for instructions furnished are to identify the steps and offer assistance to simplify the task of reactivating or reinforcing a Detachment Charter.

Caution: Starting, reviving, or maintaining an effective, energetic and forceful Detachment is not effortless or uncomplicated. To be successful, in addition to all the other descriptive words that have been used, it still requires enthusiasm and dedication. This is a continuing challenge, and will require tenacity, discipline and energy to achieve THE FIRST STEP.

The first step in forming/reactivating a Detachment should be a call to the Department Commandant, and/or any other Department Officer. The Department Officers can provide information and assistance in taking the initial steps to a Detachment organization. In addition, they can direct other Detachments who are geographically close by to assist during the forming/re-organizational process. Department or National HQ can provide support with materials, presence at organizational meetings, and ideas for reaching the local Marine community.

2.2 Getting Started

Interested personnel should start by contacting the Department Commandant or Division Vice Commandant, requesting assistance in the formation/reorganization process. You will be furnished a starter kit with MCL information and the necessary blank forms required for forming or reactivating a Detachment. Several important items are included in the kit; they are the, MEMBERSHIP DUES TRANSMITTAL, AND TRANSFER FORMS. The packet also includes a history of the Marine Corps League, suggestions and sample formats for media letters, press releases, membership applications, posters, plus other formation and reactivation information.

DETACHMENT LOCATION: The MCL should be offering Detachment locations that are geographically convenient to all members. You should examine when and where a Detachment is to meet. An on going phase when forming or reorganizing a Detachment, and throughout the life cycle of a Detachment interested in increasing their membership is "getting the word out" to Marines in the geographic area. This will continue to be one of the constant challenges to Detachment leadership. It begins with contacting potential eligible members that may be known personally in the local area. Three or four interested Marines constitute a quorum for sitting down and discussing ideas on making contacts, where and when to hold a membership meeting and other ideas on how to form or reorganize.

Formation or re-organizational plans should be kept simple and basic:

- Where and how to advertise?
- Where and when to have membership meetings?
- Who will do what when starting to form or reactivate the Charter?

Recommended ideas in getting the word out are:

- Placing posters on bulletin boards at supermarkets, restaurants & bars, at other veteran organizations, firearms ranges/shops, police stations, or any other location that will be seen in high traffic areas. Posters used should look as professional as those available from League National HQ (Make sure you list a contact person)

- Contact the Marine Recruiting office, a Marine Base, or a Marine Reserve unit nearest the proposed Detachment locale. Solicit active and Reserve Marines to participate. Ask for leads of former Marines who have visited their offices, base or unit. Leave information and a name of a contact person

- Seek permission to set up a manned table in a Mall, or high traffic area, to advertise for eligible members and to have information available about the League, blank application forms, and/or a blank form to collect phone numbers of potential members.

- A press release regarding your meetings should be sent to local newspapers and other papers that get distributed regularly. An article for a local paper or notice to the Community Calendar section of the paper will let the community know about the League. This also might result in press coverage and interviews.
- Brief commercial spots on radio and cable TV may be made at NO CHARGE to non-profit organizations. Contact the local media stations for information on Public Service Announcements (PSA's).
- Presentations at local Veteran and service organizations lets their members know there is an organization of Marines for Marines. This will alert potential members to the existence of a Marine Corps League in their area.
- Letters to Chambers of Commerce, local political offices, Veterans organizations and clubs, and other community service organizations can provide other contacts.
- Periodic participation at swap meets/flea markets, either having a paid space or a sharing arrangement with a sales booth, to fly the AMERICAN and/or a USMC FLAG. Be prepared to provide brochures, MCL information, MCL applications forms, and MCL materials.
- Direct advertisement in newspapers, local magazines, USMC and other military publications, and AD mailers can attract attention, although there may be a cost associated with this approach.
- A flyer (with MCL application forms) that can be placed under the windshield wiper of vehicles bearing a Marine decal or bumper sticker, with a brief description about the League and a person to contact (with phone number or e-mail address). Check out the parking lots at local sporting events, malls, and movie theaters.

Getting the word out initially means working with a limited budget as well as limited manpower. Posters, merchandise, entry fees to an event, and advertisements can be expensive, so you can request help from National HQ (they have MCL materials available to assist). But the more ways that the "word" can be distributed, the better the odds of reaching more eligible members. The best way to recruit is by "word of mouth," particularly when the person recruiting is already a member of the Detachment.

2.3 Formation/Reorganization Meetings

There is an old adage that "you only get one opportunity to make a good FIRST impression." That not only applies to the formation/reorganization meeting, but to EVERY Detachment meeting where guests and/or potential members are present, for the first time. If the image projected at the meeting is one of enthusiasm congeniality and professionalism, the odds become greater in attracting and keeping members. Here are some ideas for accomplishing the ultimate goal of attracting members and planning for an effective Detachment:

Carefully plan the meeting to address the issues that are required to reorganize the Detachment. Exercise leadership and control of the meeting. Designate one individual to take notes. Prepare a printed agenda of topics to be discussed and stick with it. (This is a good idea for all meetings. It helps to keep focus on the topics and business at hand.)

Some items to be included in your agenda might be:

- Listing the goals of the Meeting.
- Description of the League and requirements to reactivate the Detachment.
- Objectives, programs and interests that the Detachment may wish to pursue.
- Discussion of ideas for locating potential members.
- Establishing plans for recruiting new members

Before adjournment of the meeting:

- Be sure to provide a congenial atmosphere by introducing every attendee and asking for their ideas, suggestions and comments. Have a sign-in sheet to record names, addresses, phone numbers, and e-mail addresses and to list their special interests.
- Select a suitable site for holding the next meeting – it can be in a home or a restaurant or other suitable space to accommodate the expected number of potential members. Be sure to set a date and time.
- Summarize the accomplishments of the meeting.
- Give out assignments to “Get the word out” recruiting, writing letters, printing, media contacts, someone to contact the other Veteran’s groups and any other tasks deemed necessary to get the Detachment reorganized.
- GET COMMITMENTS! Give each prospective member an application and collect the Detachment dues. (Be sure to give a receipt when you collect the dues).
- Plan a little time to socialize after the meeting to build interest and Esprit de Corps. (Get to know one another.)
- Formation and Re-organizational meetings are important so schedule them frequently to conclude the initial formation/reorganizing steps as quickly as possible. The intent outlined above for the initial meeting should be followed at subsequent meetings. With each meeting, requirements and objectives should become more specific. Formation of the characteristics of the formation/reorganization of the Detachment takes place during these meetings. This bearing will directly affect the course of the Detachment for the foreseeable future. The importance of these formation/re-organizational meetings and other actions described below cannot be underestimated.

Issues for Future Meetings

Determination of a regular meeting date, time and place for holding the Detachment meetings should be established. A Detachment can maximize its meeting effectiveness and attendance by setting regular monthly meeting dates and times (i.e., the first Tuesday of the month at 1900), at the same location. In this manner, members and prospects should be aware of meetings, regardless of other notifications.

Select a temporary Commandant, an Adjutant and a Paymaster to handle the business of forming/reorganizing the Detachment until the formation/reorganization process is complete.

Develop specific objectives for the Detachment that will include membership goals, programs of interest, social events and other activities that are embraced within the purposes of the League and by your membership.

Begin to identify individuals that have capabilities for elected and appointed Officer positions in the Detachment.

Set a target date for nomination and election of Officers in accordance with the Bylaws of the Marine Corps League.

Set a date for the Installation of the Detachment Officers. It is suggested that this be a social affair with spouses and interested parties invited.

Open discussions and develop specific plans for raising funds for the Detachment, next to membership, this is the most important aspect of keeping a Detachment viable and productive.

Determine the most cost effective methods for reaching eligible members in your area and develop plans for making contact and follow up procedures.

Distribution of MCL brochures that includes an application, mailing address, information about the League and more importantly, the Detachment meeting dates, location and times should be included, with a telephone number for them to contact for additional information.

Since there is probably already a bank account opened in the Detachment name make sure the proper signatures are on file with the banking institution. The bank account should require a minimum of two signatures (the temporary Commandant and temporary Paymaster until proper Officers are elected and installed).

2.4 Mission, Objectives, and Planning

The idea behind mission, objectives, and planning, is preparation. Preparing for meetings, events, advertising, recruiting and retention, and activities and programs will pay dividends in terms of results. And, it will develop an image and awareness of professionalism that will have a positive impact on potential members, current members, the community, and Marine units and personnel. The rule of the "6 P's" (sometimes converted to 7 P's) is: Proper Prior Preparation Prevents Poor Performance. The facets of preparation are discussed below.

The mission represents the overall goal of the Detachment, and/or of a meeting, event, activity, or program. Every Detachment should consider a "mission statement" that encompasses what the Detachment is striving to achieve. A "mission statement" may be like a list of goals. The term "to protect and serve" is used by many police departments to give a global view of what they represent. The "Purposes of the Marine Corps League" also serve as a goal or mission statement. Goals and missions describe the organization, but do not serve to depict the means to the achievement of the goal. In addition to the "Purposes of the Marine Corps League", which every Detachment should adopt in their "mission statement," there are other goals which are either general or unique to Detachments, which should also be included. A sample inclusion is:

"The XXX Detachment of the Marine Corps League is committed to the principles on which the Marine Corps League was founded, which include (list the purposes), the expression of patriotism through education and example, the fostering of responsible citizenship among the youth of our community, the support of the needy and disadvantaged in our locale, and appropriate assistance to every Marine or Veteran who calls on our organization for help or support."

This statement needs to be thought out in terms of Detachment capability, requirements of the local area, and the commitment of the membership to support the mission. Let Marines and the community know what your Detachment is about. The **"mission statement"** may also be apropos to various projects that the Detachment undertakes. In order to identify the project, the project leader/committee may want to provide a scope and focus that provides the goals that the project hopes to achieve.

Objectives and Action Plans

Objectives differ from goals and "mission statements" in that they provide the structure for accomplishing goals. A single goal may be made up of multiple objectives and "action plans" for achievement. All objectives have these things in common -- they need to be measurable, time-targeted, and have accountability assigned to them. As an example, "we want to increase our membership" is a goal. An objective is "we will increase by 10 members our regular membership by 31 December 20XX, and this objective is assigned to Jr. Vice Commandant (by name)." Note that this objective statement is measurable (10 new members), time-targeted (by 31 December 20XX), and an individual is accountable for the objective.

An action plan is the detailed steps of the objective with the same characteristics as

the objective. Some ideas are:

- We will develop a brochure for approval by 1 October 20XX, for distribution to prospects, assigned to (individual name);
- We will arrange for space at the XXX Fair and the City Mall by 15 October 20XX to distribute brochures, gather names of prospects, and sign up members, assigned to (individual name);
- We will initiate a mailing of information and follow up phone calls to prospects by 15 November 20XX, assigned to (individual name);
- Any other specific steps to completing the objective should be included, which may incorporate an on-going process for new member recruitment. Once goals are understood, individuals, Officers, and committees can utilize this objective approach to provide a "road map" for the Detachment, and for meetings, programs, and activities.

Examples of these might include:

- Detachment meetings -- focus on what results are expected, and how those results can be achieved.
- Detachment programs -- membership drives, Toys for Tots, youth activities, and even social events can be enhanced through this approach to planning.
- Is a written plan required for every activity? Probably not -- however, the approach and concept are valid in planning any activity.
- The process needs to be -- what results do we want, what are the steps to get there, when does it need to be done, and who will be accountable for getting it done.

The benefit of writing objectives and action plans is that every Officer and member can review the plan, provide any needed changes, and will be aware of the status as the plan is carried out. It offers the opportunity for members to look at Detachment objectives, understand them, and participate in their completion.

Documenting objectives and action plans is helpful for the Detachment, committees, and individuals; it helps achieve results and meet Detachment goals. Will it assure objective achievement? Not necessarily, but generally speaking, it will improve the results that can be expected. Documenting objectives should be looked at as a "road map" for getting from point A to point B. There may be detours along the way, situations may change, priorities may change, and there may sometimes be a need to modify the objective and/or the action plan to accommodate changes. But it serves as a working document that will help minimize the impact of change, so that work can progress toward goals and objectives. It is okay to make changes as required since this is not a document cast in stone.

Two important steps that can be taken in this process are monitoring progress and dates throughout the life cycle of the objectives/action plans; and following up and

reviewing results, assessing strengths and shortcomings of the approach, and preparing a written evaluation for use in the future. Understanding the reasons for results achieved is important in developing a better plan the next time. The important factors to setting effective goals and objectives are:

- Write a brief "mission statement" that encompasses the Marine Corps league purposes, but adds the goals of your particular Detachment.
- Write brief "mission statements" for projects and meetings in which you are looking for "desired" results.
- At an Officers meeting, or general membership meeting, list the objectives that will help you achieve your goals. You can begin by writing the objectives and then prioritize the objectives. Where possible, get consensus on these objectives and their priority; the chance of success improves when everyone understands the objectives. After setting priorities, establish completion dates, and assign accountabilities for each objective.
- Develop action plans which will support the achievement of the objective; assign dates and individual accountabilities based on who is best able to successfully complete a specific action plan. Developing action plans can be done individually, but should be reviewed by the Officers and/or membership for modification and concurrence.
- An objective and supporting action plan should be documented at the same time; be sure to state the objective and detail the action plan to include measurable data, which should be in terms of numbers or targeted completion dates, and the accountable individuals.
- Once objectives and action plans are approved, designate one Officer to maintain a log of the status and results from the various individuals who are accountable for the meeting the objectives. Those individuals should also receive status reports, for their specific objectives, from the individuals accountable for the action plans. Reports on status and results should be made to the Board of Trustees and the Detachment membership on a regular basis.
- When an objective is completed, document evaluation of the results, problems encountered, changes required, and future considerations.

Using Objectives and Action Plans To Solve Problems

Any organization that has been in existence for a period of time will find that problems may occur that will impact the performance of the organization. Many times, individual problems can be handled immediately. The process is to identify the problem and take corrective action; however, many organizations are not aware of the number and/or complexity of their problems until it is evident they are losing members, cannot maintain an adequate treasury, or some other catastrophic event occurs that diminishes the effectiveness of the organization. In many instances, the real problem is lack of planning or preparation, lack of defined programs and objectives, or ineffective communication with the general membership.

For some organizations, this becomes "give up" or "throw in the towel" time; however, for a Marine Corps League Detachment, this is the time to get tough and accept the challenge for righting the ship. The lessons above on goals and mission, and objectives and action plans are an integral part of the solution. This is a process that should involve all Officers, with input from the membership.

Establishing Ground Rules

In preparing for the meeting, there are two requirements:

1. Obtain input from members (a written survey is desirable, but word of mouth information will suffice);
2. Find a comfortable location where interruptions will be minimal.

The process requires having one or more meetings, preferably with all Detachment Officers. The Commandant or another Officer may be the "facilitator," and attendees should take turns writing information on a flip chart, or blackboard. The Adjutant needs to transcribe all the notes. The ground rules for the meeting should be as follows:

- The Commandant should make a preliminary statement as to results he/she expect from the meeting, and identify the type of Detachment and some of the goals he/she believes should be accomplished.
- For purposes of the meeting, all attendees are equal in status, have the same vote, and are remanded to view issues from the standpoint of the Commandant's position.
- There must be unanimous consensus on problems and objectives. If one person is not in agreement, they have the opportunity to change the thinking of the other attendees (keep in mind that this individual may be the most knowledgeable about a problem, process, or issue). Unanimous consensus is required so that all attendees see the problems and/or objectives the same way.
- Every attendee will participate and vote.
- Do not avoid any issues. If an issue cannot seemingly be resolved, stick with it, reword it, or discuss it until it is resolved.
- TOTB. Think Outside The BOX. In other words, exercise flexible thinking, do not become bound by limitations; brainstorm and do not let the influence of "we've always done it this way," or "this is the way it has to be done," affect your thinking or presentation.
- Keep it simple. All problems and objectives should be written in complete sentences so that there is no misunderstanding of the meaning.
- This session will be to identify problems, determine the magnitude of the problem, and turn problems into objectives and action plans.

Identifying and Defining Problems

The first step in hoping to resolve problems is in defining them. This is the most important stage in determining the direction required to bring an organization on proper heading. The ensuing steps should be followed in the problem definition phase of this program:

- Designate a scribe to write all information on a flip chart or blackboard, and number the problems as noted.
- Ask each participant to indicate two or three problems that he/she feels has a negative impact on the Detachment's performance and effectiveness
- Once each participant has had the opportunity to contribute, go back through the list and ask for unanimous consensus that each item is considered a problem. If there is not unanimous consent, discuss the issue and either agree on the problem or unanimously decide to discard it.
- This represents the first phase of problem definition, and is the easiest portion of the program. The next steps require more focus. The next step is important in determining the extent of the effects of problems, and the priority they should be given.
- Ask each participant to re-phrase the problem into a sentence that gives a cause and effect. Because we have this problem (state the problem), it has this effect (state the effects) on the Detachment. An example would be, if a problem statement were "We don't have enough participation by our members," the cause and effect statement might be "Because we don't have enough participation by members in meetings, programs, and events, we are unable to effectively promote Toys for Tots, color guards for parades, attract good speakers for meetings, and take on support activities for Marines in need."
- As each statement is written, ask for group consensus on the statement. If it is incomplete, or inaccurate, change it. If, as a result of writing a cause and effect scenario, the problem does not make sense or it is determined that it is not a problem, discard it (with unanimous consensus).
- Prioritize the problems in an order of High, Medium, and Low. This may be used, if time is limited, to address high priority items first. At this point, problem identification and definition is complete. It is now time to turn these problem definitions into objectives and action plans.

Defining Problems as Objectives

The second step in trying to resolve problems is determining a course of action to meet specific objectives. Knowing the problem and its impact on the Detachment is necessary to determine the objectives and actions required to find solutions to any problems. Some problems may be simple and require only two or three action steps; other problems will be more complex and require some study to reveal action steps required. This phase will deal with turning Detachment problems into Detachment objectives. Refer to the previous segment on Objectives and Action Plans for the characteristics and requirements of objectives.

The following steps are required:

➤ Taking the "cause and effect" problem statement, restate it in an objective format. As an example (using the previous example above regarding participation), the objective statement might read "By December 31, 20XX, we will determine factors that negatively affect member participation and develop programs that will provide wider interest to members in order to increase participation in Toys for Tots, increase Color Guard participation in local events, double the number of members and guests attending meetings, and initiate programs to support Marines and local Marine units." Note that the objective has a target date which is measurable:

- Identification of participation factors
- Develop specific programs
- Increase participation in programs
- Increase participation at meetings, etc.

Unanimous consensus is required for these objectives to become Detachment objectives. Once agreed upon, assign individual accountability to the objective. Keep in mind that the individual assigned must also agree to the objective, and if not present at the meeting, will need to provide his/her consent.

When all problems have been converted to objectives, prioritize the objectives as High, Medium, or Low. (A low does not mean the objective is not worthwhile, but it may mean that other objectives need to come first). When this step is complete, rank each category by number (1 being first priority in the category, etc.). Again, unanimous consensus is required for this prioritization process.

When the problems are presented as objectives, and the statements meet the criteria of being an objective, the development of the supporting action plans can commence. The development of the action plans may be done individually by the person accountable for the objective, by joint discussion of committees, or by the Officers.

Once completed, the action steps should be reviewed by the meeting attendees and there should be unanimous agreement on the action steps to be taken.

Review the objective, and develop specific action steps that are required to achieve the objective as written. Using the previously cited examples on participation, a list of action steps might be:

- Review membership questionnaire forms and identify issues regarding participation, or programs/activities desired and list them
- Question members at regular meeting or by phone about participation and activities, and list statements on participation
- Develop program to assign members to specific programs or interests as they sign on to the Detachment
- Report results of member surveys to membership and Board of Trustees for discussion and identification of ideas
- Determine participation level required to meet requirements of programs and events, and contact members at meetings and by phone to solicit participation
- Identify military public affairs offices, government official offices, speaker bureaus, and other contacts for establishing interesting topics and speakers for general meetings
- Implement program speakers for League meetings and assign the responsibility for contacting the speaker prior to meetings
- Contact members to let them know of speakers and topics for meetings
- Review levels of participation at meetings and activities/programs on quarterly basis
- Assign individual accountability to each action step
- Assign a completion date for each step, to meet the completion date of the objective
- Obtain consensus for the action steps

Monitoring and Reporting

The third step in trying to resolve problems is monitoring progress, identifying obstacles and eliminating them, and regularly following up on issues that will assure the objective is met by the assigned date. It should be in the best interest of everyone for objectives to be met. The status of objectives should be reported at every Officer and General Meeting. A consensus of the membership, as well as those who were attendees at the objective setting session(s), means that there is a "buy in" to the objectives, and a responsibility to support their accomplishment.

The approach that has been described in this section is not a hammer or a finger

pointing instrument - it is a tool that should be used, in a teamwork environment, to improve and enhance the effectiveness and performance of the Detachment.

The benefits to "formalizing" the approach to mission, objectives and action steps, and problem solving are several. First, the issues and the statements are "on the table" for members and prospects to see where the Detachment is going, and how it plans to get there. It answers questions regarding what the local Detachment of the Marine Corps League is all about.

Second, it is a selling point to recruiting and member retention -- we know what we're doing and here's how you can help us accomplish our goals. Third, because of getting consensus on problems and objectives, a spirit of teamwork is developed toward accomplishing objectives, because everyone has "bought in" to the process. Finally, it lends the image of a professional organization to the Detachment, which is beneficial for members, prospects, the community, and for Marines and their units.

One last note on this section is one of caution. It is important to recognize limitations of skill and time. There is a tendency to do too much too fast. The last test of an objective is whether it is reasonable. Make sure enough time is allotted to objectives and action plans to ensure they will be successful. Make sure objectives are reasonable for the time allowed (i.e., "we will increase membership by 100 by next week," is probably not reasonable). Understand that there may be a learning process for those assigned accountabilities, and that extra time may be required. The key points here are assignments and to remember this is a team effort process.

Remember, objectives and actions steps are "road maps" to achieving an ultimate mission or goal. If frustration or discouragement levels increase, then there is a need to review the reasonableness of the objectives in terms of time or results expected. Don't blow up the road if you're not where you want to be when you want to be --step back, review the expectation, and determine how best to achieve the objective, even if it means modifying the approach. Achieving the goal is what's important!

Meetings and Promotions

For many members of the Detachment, the regularly scheduled Detachment general meeting for members will be their primary contact with the Marine Corps League. Further, the meeting will also be the forum that potential members will use to determine their interest in future association with the Marine Corps League. All of the principles that apply to the organization's meetings also apply to Detachment meetings and Officer meetings. Remember the adage "you only get one chance to make a good first impression." "Your perception is your reality." Perception goes a long way toward developing an image or impression. That's why it's important to conduct meaningful meetings and programs, make guests and new members feel needed in the Detachment and at home with the members, and develop the dynamics of an active, enthusiastic, motivated, innovative, and professional organization.

Selling

Most Marines do not consider themselves salesmen, but when it comes to Detachment affairs in the Marine Corps League, every event or meeting is an opportunity to sell or support the sales effort. The sales effort in a Detachment may be subtle, but it is multi-faceted. We sell potential members on joining the Detachment, we sell members on participating in activities, programs and meetings, we sell our programs to the community for support, and we sell our ideas for improving Detachment operations. We're not talking about "hard core, used car selling." We're talking about selling who we are and what we are by our actions, our plans and activities, and the image we present. The most important aspect of selling others on the Detachment is by how the Detachment presents itself, what it does, and how it makes guests, prospects, and members feel welcome. There are potential members that may ask "what's in it for me?" The answer is association with other Marines, social events with Marines and families, support of Marines and families, and the reward and satisfaction of having accepted the challenge of supporting Marines, others in need, and developing others for leadership roles in the future.

We sell by the example we set. There is an old saying that is descriptive of the requirement for selling the local Detachment of the Marine Corps League: "It's not what you know or where you've been that counts, it's what you DO!"

Every member sells, whether it's directly approaching a prospect about the League, participating and making an event or program work, or just shaking hands and saying "welcome." Every member is involved, and every member needs to understand their responsibility and role in the selling process.

The General Membership Meeting

The general membership meeting should be an established event that occurs on the same day or evening per month, with an established time, and at a given location. All members should be aware of the date, time, and location regardless of whether any other communication is received. This meeting should provide the focus for assembling the members on a monthly basis to conduct business, and provide a program or other social activity.

It follows, therefore, that the general membership meeting should be well planned and well run. An agenda should be provided that indicates the events and reports that will occur, and which provides time limits for each section of the meeting. It is strongly suggested that the opening and closing ceremonies follow the Ritual provided by, and is available from National Headquarters of the Marine Corps League. The ceremonies are brief, but they provide standard procedures that formalize the business portion of the meeting. The Ritual also provides a suggested order for the meeting, which will keep meetings concise and on schedule.

There are times when the entire general membership meeting needs to be spent in the conduct of business. This generally occurs during the formative stages of the Detachment, during a period when member input is desired or required and participation in Detachment programs needs to be established, and on a periodic basis when the amount of business requires a full meeting. As will be discussed in the Officer Meeting segment below, there are ways of shortening the business meeting. This allows time for other activities. Many members consider business meetings to be boring or uneventful, but the conduct of the Detachment's business is every member's concern.

The business meeting should be concise, and should serve to inform members of Detachment activities and affairs, and solicit member ideas, information, and response to activities and reports. Once a Detachment is up and running, has established some sense of routine, and has developed effective communications skills and capabilities, a business meeting should run no longer than 30 to 45 minutes. This allows time for a speaker or some other form of education or entertainment. An effective total time for a Detachment meeting is approximately 1.5 hours maximum. Social activities can occur before a meeting (i.e., dinner) and following the meeting (i.e., drinks, sea stories, drawings, etc.). Remember to include guests and potential new members in these activities.

The meeting should allow time for introduction of guests and new members, induction of new members, and perhaps introductions for all the members.

Communications

One of the most common issues when defining organizational problems is communication. Many times it will be presented as something else, but it will bubble to the top as a communication problem.

One of the difficult aspects of managing an organization, particularly one that only meets once a month, is keeping Officers and members informed. But communication, to be effective, works two ways. It is even more difficult for the general membership to keep the Detachment informed. Keep in mind that effective communication requires a sender and a receiver -- someone must communicate a message, and someone must listen to the message. Otherwise, the message is useless since it vaporizes into thin air; there are many important messages that suffer this fate.

The challenge for the Officers of the Detachment is to make sure that members have every opportunity to be informed about the Detachment. Equally important, the Detachment Officers have to make sure that the members have the opportunity and a capability to keep other members, and the Officers informed.

There are three types of communication: **verbal** (including phone), **written**, and **electronic**. Most Detachments rely on the first two to encompass all communication between Officers and members. Following are some thoughts on improving the effectiveness of communications. This is an on going issue that must be continually reviewed and enhanced to assure member participation and retention.

New Member Information

A first step that a Detachment can take when a new member comes on board is to provide him/her a verbal indoctrination of the Detachment and areas in which the new member might be of service. Verbal encouragement is important and a periodic phone call will let him/her know they're considered an important part of the organization.

It is helpful when a new member is initiated to provide him/her with written information about the Detachment. The packet might include the following:

- A letter from the Commandant welcoming the new member on board, inviting participation, and letting the member know that his/her ideas are welcome.
- An information sheet that describes Detachment meeting dates, times, and location, Detachment programs, names and phone numbers of Detachment Officers and project leaders, a break down of dues, and other pertinent information.
- A biographical sheet/questionnaire that includes application information, questions on interests, jobs, or other skills and other information that might assist the Detachment in utilizing this member. Information on where to return the form should be included.
- Applications and promotional material to give to other prospective members.

Phone and Verbal Contact

The best communication method with members and prospective members is verbally, face to face. This opportunity occurs at meetings and at events where potential members come in contact with the Detachment. Barring face to face conversation, the next best verbal communication is on the phone.

Members can be reminded of meetings, advised of upcoming activities, asked to participate in a program, or asked for their ideas and comments. Potential members can be contacted regarding the League, and periodic phone calls can let them know of the Detachment's interest in their becoming members. Phone contact should be organized and shared among Officers and participating members. A "phone tree" can be a valuable tool in contacting members, particularly on short notice.

One of the best ways to communicate is informally. Many times, at a social event or when sharing a beer, a lot of information can be exchanged that has a meaningful impact on the Detachment and its members. Each Detachment needs to determine what works best for them - and continually enhance their verbal and phone contact capabilities.

Newsletters and Written Contact

Written contact is most effective when used in conjunction with verbal contact. A letter or brochure to a prospective member, followed by a phone call, is an excellent method of making sure that contact has been made. Follow-up letters or a copy of the Detachment newsletter will let the potential member know you haven't forgotten him/her.

The most common type of written communication in a Detachment is the newsletter. Some are lengthy and elaborate, while others are succinct and deliver their message on one page. The point is to have some regular form of communication going to members with information about past events, coming events, plans, and direction. The communication becomes more personal by including information on members in the newsletter. It's a great idea, if practical, to keep members names in the news. By the same token, it is advisable to avoid information which might be regarded as cliquish, which might make some members feel like outsiders. The newsletter can be an opportunity for members to voice their opinions, and Officers and project chairmen to provide status and updates on objectives.

The problem with written letters and newsletters is the cost for printing/copying and postage. The information and the monthly frequency are worthwhile, so it is important that funds be generated to support this communication vehicle. Some possibilities for generating funds to support this type of communication include selling business card-sized advertisements, utilizing bulk mail for mailings over 200 pieces, if they are the same size and sent at the same time. Contact the local U.S. Post Office for information and application forms. There are no set formats for newsletters or informational letters - innovation can produce results. Keep in mind that whatever gets mailed should reflect a favorable image on the Marine Corps League and the Detachment.

Promotions, Publicity, and Press Releases

It is possible to accomplish two or more purposes at the same time and should be considered when promoting or publicizing, the Marine Corps League Detachment programs and events. Keep in mind that with every event or program, the Detachment first promotes itself.

Visibility within the community is an important factor in attracting attention to the Detachment and its programs. It is important to advertise the Marine Corps League and the Detachment, then promote the programs and objectives that the Detachment supports. The reason for this is twofold: first to create a community identity with the Detachment of the Marine Corps League (which also attracts members), and second, to establish a credible identity that will foster respect and support for any current or future programs of the Detachment. Following are some ideas that should help accomplish these purposes; innovation can be a great benefit to achieving promotional success.

Letters

Letters to persons, and persons within organizations, can be useful in providing initial and follow-up promotions for the Detachment and its programs. Letters may be sent to potential members of the Detachment, asking them to join or attend a meeting or event. Letters may be sent to USMC units and government offices advising them of the existence of the Detachment and its purposes. Such a letter might also invite the addressee to attend an event (like a meeting, the Marine Corps Birthday Ball, or kick off for the Toys for Tots program), or invite the addressee to be a speaker at a Detachment program. Letters may be sent to Chambers of Commerce, asking for advertisement of the organization, and support of Detachment programs. Letters need to sound professional

and project a skillful image. They need to sell the League and Detachment first, and sell the benefits of association and support second. Be sure to "leave the door open" for follow-up.

Brochures and Pamphlets

Developing a brochure, pamphlet, flyer, or other promotional, marketing, and/or advertising material can be a quick way to attract attention for support of programs and new members. Remember that these are promotional tools, and they should inform Marines and citizens about the League, promote Detachment activities and programs, and provide an application for membership to the Detachment. The content should be well thought out because there is a small amount of space to attract attention and create interest. A brochure is useful to include with a letter. Make sure it encompasses the Detachment goals and direction, and offers a contact point within the Detachment.

Events

Using an event to market the League/Detachment, as well as the purpose of the event, can be an advantageous use of time. Some Detachments utilize booths at flea markets, fairs, air shows, military base open houses, and local meets for fund raising, and to introduce Marines to the Marine Corps League. Selling food, merchandise, or other goods and services at these events can be profitable, but just as important is the contact with Marines and potential members. It helps to draw attention by use of a flag or large sign with a Marine Corps Emblem, or the Marine Corps League logo (Marines will tend to migrate in that direction). Be sure to have a sign-up sheet to record Marine names, addresses and phone numbers. Ideally, you want to sell Marines on joining the Detachment on the spot (which means you should have applications on hand as well); however, if they don't sign on immediately, you want to know how to contact them. Provide potential members with a brochure or flyer that includes an application; let them know when and where the next meeting will be, as well as any upcoming programs or activities.

Programs and Activities

Any time the Detachment participates in an event or promotes an activity, it is making itself visible within the community - whether it be a Color Guard, Toys for Tots collection, parade or ceremony, Young Marines sponsorship, helping veterans, or a Marine Corps birthday celebration. When an organization performs acts which help others, or sets an example of patriotism and responsible citizenship, or participates in a unique enterprise in the community, it establishes credibility, a positive image, and a growing awareness. These programs and activities are not only needed by the people and organizations that are the benefactors of the Detachment's efforts, but by the members and the Detachment in order to expand the service and make more people aware of the contribution the Detachment is making.

The Press

The media can be utilized to the benefit of the Detachment and its programs in several ways. The key is in minimizing expenditures for advertising, but assuring that there is newspaper and/or local magazine coverage for the Detachment and the programs it is promoting. It is worth the effort to establish a bona fide contact with the local newspaper for direction on how best to cover stories, and where and to whom to send them.

A press release can be generated by the Detachment (and should be presented on Detachment stationery) to local news media for inclusion in the appropriate section of the paper. The press release may be in the form of an announcement or it may be an article that needs to be directed to one of the editors to be published in a particular section of the paper (i.e., some press releases may be front page information, others may be more suitable for the people, local, or calendar section. The press release should contain all the information you want to announce in a concise, yet informative manner. Remember the 5 W's: who, what, why, when, and where. Consider it a compliment if a writer or editor calls requesting additional information. Press releases can include information on meetings, programs, activities and events, Officer elections and installations, Detachment chartering ceremonies, patriotic ceremonies, Awards presentations, specific events surrounding Toys for Tots (i.e., kickoff ceremonies, etc.), Marine events (i.e., the Birthday, etc.), membership drives, and any other activity that you want the community and Marines in the community to know about. The press release can be to advertise an activity in the future, or to provide results of an activity immediately after it has happened, if there was no other press coverage.

News Writer/Photographer Coverage

Newspapers need to know where news and events are happening. The Detachment needs to assign an Officer or member to contact the paper on programs and events. The best publicity available is a news story, with a picture, that shows the Detachment carrying out a program or carrying the Colors in a parade/ceremony. The key factor will be making sure the event, program, or activity is newsworthy. Do not hesitate to call a paper and ask for coverage on Officer installations, programs at meetings that include prominent speakers, a Marine Corps related event such as the Birthday, an awards banquet, a ceremony honoring veterans or the Flag, or the various programs that the Detachment may have as an organizational objective. If the press is covering an event, like a Memorial Day ceremony, do not hesitate to answer questions or be available for comment, if called upon. If someone in the Detachment is skilled at writing, news items about the Detachment can be written and submitted to local newspapers along with photographs (good photographs are especially effective in drawing attention to an article).

Public Service Announcements

Radio stations and cable TV outlets are required to provide time for public service announcements (PSAs) by non-profit organizations. These media outlets are many times anxious to support programs like Toys for Tots, and will provide additional sponsorship time. For radio PSAs, the Detachment should provide a written script (15 to 30 seconds)

that provides a message including the Detachment name, Marine Corps League, and the program/activity/event being promoted. Many times the station will want event/date/time specific information and might only broadcast the advertisement for two weeks or even only a few days in advance of the event. This should provide a challenge to the Detachment in keeping a constant flow of PSAs to the station for meetings/programs, and upcoming activities and events. There are multiple radio stations, both AM and FM, that can be approached. You may want to consider a variance in messages based on the type of station that will be doing the broadcasting. Because you will not normally get the same coverage as paid advertising, it is worthwhile to contact as many stations in your location as possible.

Cable companies can provide bulletin board services, as well as brief spots on their internal stations; you will need to contact the cable company directly to determine what requirements they have, if they will help video an activity for the Detachment or if you can provide your own video (again, time available may vary between 15 to 60 seconds). The cable companies are also known to sponsor and/or support programs of the Detachment and may provide sponsor time which can include the Detachment in spots for programs like Toys for Tots.

Flyers and Posters

Marine Corps League posters are available from National Headquarters and/or the Department or they can be produced by the Detachment. The Detachment should consider posting posters in high traffic areas like supermarkets, malls, gun shops and shooting ranges, police and sheriff stations, USMC unit facilities, appropriate restaurants, Veteran organization facilities, and other areas where people pass or Marines are likely to be. Be sure to get permission to post information.

The posters should be eye catching, professional in appearance, and get the message across to the public and Marines alike that there is an organization of Marines for Marines, and that the Detachment has programs that the community would want to support. Make sure to include a contact name, address and/or phone number.

Flyers are used more specifically for generating membership. Flyers should contain brief information about the League and the Detachment, when and where the Detachment meets, programs and objectives, and a point of contact for the potential member. The flyer should also contain an application for membership and a mailing address for sending their check and application. Flyers can be used at events, for windshields of cars bearing Marine Corps decals and bumper stickers, and for handouts at membership drives.

Fund Raising

The two most important tasks of the Detachment are the recruiting and retention of members, and raising capital (funds) to run the operation and support Detachment programs and objectives. These two functions are not mutually exclusive -- the more members and the more participation by members, the greater the opportunity for generating funds from outside sources, and the more funds available, the more exposure the Detachment has to potential members. These two activities will probably require the

greatest amount of continual effort on the part of Officers and members of a Detachment.

A Detachment cannot make the mistake of continually relying on its own membership to fund operations and projects. This is a quick way to a declining membership. It may be necessary, at the inception of the Detachment or in reviving a Detachment, but it has to be a temporary situation. Below are some thoughts on raising funds for operations and projects/programs. These are not all encompassing. Innovation and perseverance are key elements in successful revenue generating programs.

Internal Funds Generation

There are several ways to generate operating funds from within the Detachment; but, it is important to consider the ways that are voluntary to members, and/or generate an opportunity for members to benefit. It is important not to place demands on members for money, or to put a member in a position of fault for not being able to contribute or donate funds. It is perfectly acceptable to identify monetary requirements, indicating that donations are acceptable, but there should be no pressure.

Dues

It is suggested that the dues for application and renewal of membership are sufficient to cover some general operating expenses for each member throughout the year. For example, if the Detachment plans to send out a 4-6 page newsletter to every member every month using first class postage, the annual cost per member is between \$7 and \$9. If letters, brochures, newsletters, invitations, etc., are sent to non-members, (who are also non-paying), that cost can increase, in some instances, upwards of \$18 per member. The Detachment should consider an appropriate dues amount that will cover member expenses, and partially cover other operating expenses after dues to National Headquarters and the Department have been paid. Naturally, dues are also a function of the economy, and the programs and events that the Detachment has to offer; the more dynamic the organization, the less resistance to paying higher dues. But remember, dues have to be reasonable and competitive as with any organization.

Drawings

The idea of a 50-50 drawing (or 60-40 if it's a new or financially depleted Detachment) will generate additional operating funds at meetings and Detachment social events. The Detachment keeps 50% (or 60%) of the funds collected, and a lucky member gets the rest. The drawing is normally promoted by selling numbered tickets; one ticket for \$1 or six tickets for \$5. The drawing can be significantly enhanced if members donate items so that there is more than one winner per meeting (i.e., a bottle of wine, a Marine Corps belt buckle or other memorabilia, glasses, flashlights, etc.). If three or four prizes are awarded in addition to the cash, the contribution to the drawing generally increases significantly. Funds from these drawings may be used to augment operations, internal Detachment events, and/or other programs/projects. You must make sure however, that this type of drawing is allowed in your locality.

Social Events

The Detachment may add a minimal donation for the social events that are held for members and their families. Drawings can also be used at these social events. If a Detachment holds a potluck dinner, a picnic, or other similar event, consider a charge of \$5 per family or \$2 per person (\$1 for children). The concept of "a dime a dip" at a potluck will generate funds for each dip of food taken (using the honor system). If a social event is held at a restaurant, consider adding a couple of bucks to the cost of the meal to support the Detachment treasury. It is important to be reasonable in the amounts to be donated and not eliminate participation by unreasonable charges to participate.

The celebration of the Marine Corps birthday is an occasion in which the Detachment can make a nominal sum for operations, after covering the costs for food and memorabilia for the event. The objective is to get every Marine to attend, sell Marines on the benefits of becoming a Detachment member, provide a memorable event, and make a profit for the Detachment from the event.

The best advice is to be creative, and keep the donation process a "fun thing" rather than a requirement.

External Funds Generation

Drawings/Raffles- The concept of drawings or raffles can be expanded to the Community. There are several words of caution. Check local statutes and laws pertaining to drawings and raffles. There are some District and City Attorneys who are quick to prosecute, and don't like internal organizational raffles; beware that an external raffle will require a guarantee of some amount in the form of merchandise, which requires an up-front investment, and the sales capabilities of the Detachment members.

An external raffle is generally to support a specific program/project of the Detachment. The raffle or drawing is normally for merchandise rather than cash, to be awarded by a specific date. The net proceeds from the drawing need to be applied to the program/project for which the money was received. From the total revenue, the cost of merchandise, the printing of tickets, and an amount for the reserve fund of the Detachment may be deducted.

Vending Equipment - Some Detachments have acquired new or used vending equipment (i.e., gum and candy machines) to augment operations and program revenues. The larger equipment can be more expensive, but in the right areas, can generate reasonable income. Check your local area for vending equipment. It's a good idea to start small, and if successful, grow the business. There are agencies that will service the equipment and replenish the product for a percentage of gross revenue. The location of the equipment is important --particularly identifying the market (i.e., kids or adults, etc.) and a suitable location with that type of traffic. An owner of a location might be willing to allow the equipment space for no charge (or as a donation of his/her percentage to the Detachment).

Merchandise Sales -The selling of Marine Corps paraphernalia (i.e., belt buckles, pins, jewelry, bumper stickers and decals, caps, etc.) can be profitable for the Detachment; the market for merchandise is both Detachment members and Marines. This is also an excellent method for attracting potential members. For a small investment, particularly if the Detachment is eligible to buy merchandise wholesale, a sufficient quantity of merchandise can be procured for sale at fairs, local events, air shows, flea markets, and other like events. There is generally a charge for booth space. The sale of Marine Corps merchandise is as much an advertising promotion of members as a fund raising event. Without losing the Marine Corps League and Detachment identity, and with a more substantial investment, a Detachment might consider more general merchandise for sale at events. This might include clothing articles (i.e., T-shirts, jackets, etc.) and non-Marine items mentioned above. This type of merchandising has a broader appeal to more individuals attending the event, and therefore has a greater potential for generating income. The Detachment needs to focus on its capabilities, and the market it wants to address when selling merchandise. It is suggested that the Detachment start small, develop some experience, evaluate which items sell at which type of event and who buys the items. Remember that many sellers at these events are in business to sell - learn from them. A member, or a business in the local area, might also be willing to offer some of the merchandise for sale with proceeds going to the Detachment.

Food Sales - If the Detachment has the capability to prepare and sell food at one of the events mentioned above, the sales revenue can be lucrative. A permit and/or license may be required, but if working in conjunction with a restaurant or food preparer, the selling of simple foods (i.e., pizza, hot dogs, hamburgers, other), can generate significant revenue. The handling of food correctly for an event requires some skill and knowledge however, if there is a member qualified to assist, this may be a consideration for Detachment revenue.

Thrift Store - Depending on where a Detachment is located, other competitive stores (i.e., Salvation Army, Goodwill, etc.) and the needs within the community, a thrift store using donated clothing and other items can be a revenue generator. The issues that must be considered are location and space, permits/licenses required, cost of operation (i.e., facility, phone, utilities, etc.), and the ability to properly display the merchandise. Also, someone needs to be available during business hours to run the store (hopefully volunteers). This type of activity is not for every Detachment, and should be thoroughly studied before implementing. However, there is a potential for reasonable income to the Detachment.

Booths - When organized events are planned (i.e., air shows, fairs, etc.), many concessionaires look for non-profit organizations to man their food, beverage and/or merchandising booths. These events are many times over multiple days (anything from a weekend to 10 or more days). The concessionaire will pay the organization a percentage of the proceeds. The organization may be able to also display their logo. But, the primary business will be making money for the concessionaire (and as a result, money for the organization). The potential for generating funds can be significant; however, the Detachment will be required to make a commitment for volunteers to be available, in whatever number required, to service the concession booth for the number of hours and days that the booth is open. For events over a long period, the Detachment might consider inviting other veteran organizations to participate. This type of revenue

generating program is hard work for the volunteers that commit to it. This is a case where participation is important. For information on this idea, the Detachment should contact the event chairman or coordinator, and ask for a list of concessionaires needing manpower from a volunteer, non-profit organization.

Advertising - Local businesses and individuals are sometimes willing to advertise in Detachment publications, and/or for Detachment events. The Detachment needs to establish a pricing scheme for annual, semi-annual, and quarterly advertising space in the Detachment newsletter; the larger the distribution of the publication, the better chance of attracting additional advertising funds. Consideration for pricing should include the size of the ad. It is not uncommon to see 'advertising space sold for \$100 per year for a business card-sized ad, \$60 for six months, or \$35 for three months. However, it's important to determine what a reasonable rate should be for your community.

Another form of advertising is for Detachment events. As an example, the Detachment might sell place mat advertising for their social or other banquet-type events. The ads, along with Detachment information and the Marine Corps League logo, can be printed at a reasonable cost with the proceeds going to the Detachment for operations and/or programs.

Awards and/or Banquets - Many charitable organizations hold events, particularly banquets (i.e., the \$100 a plate dinner), to provide funds for their specific philanthropic programs. Some market analysis is required to determine if such an event is feasible or practical for a Detachment of the Marine Corps League. One potential event that should be considered is an Awards Banquet that recognizes members of the Detachment and citizens of the community for their work that is also a fund raiser for the Detachment. This is also a great opportunity to invite members of the press for coverage. The awards might consist of Detachment "Leaguer of the Year," presentation of Distinguished Service Medals to Detachment members who have excelled and exceeded expectations, and Distinguished Citizenship Medals to Detachment members and community citizens who have been examples of patriotism and exemplary citizenship. The community citizens may, or may not have been involved with the Detachment. Citizens who have supported Toys for Tots and other charitable programs of the Detachment should be recognized.

Awards are available from National Headquarters of the Marine Corps League, medals for Distinguished Service and Distinguished Citizenship, certificates of appreciation and distinguished service, and plaques. The cost of the awards should be factored into the costs of the event which include meal, facility, gratuities, and other. This is an opportunity for the Detachment to involve itself with the community, and create a community image. The event should also show off the Color Guard, and some Marine pride. Pricing for such an event is always a concern; the Detachment wants the event to be well attended while also generating funds for use by the Detachment. There is no rule of thumb, other than trying to gather experience from other organizations, and from the facilities that host such events. And, the event needs to be well advertised on radio/TV and in the newspaper media.

Donations - Businesses, companies, corporations, non-profit organizations, and government agencies, generally set aside funds that are to be used for charitable, and/or tax deductible donations. The key to accessing these funds is timing, and selling the

person in charge on the project or program for which the funds will be used. Large companies/corporations normally budget six months in advance of the beginning of their fiscal year (i.e., July for the year beginning on January 1). It is during this period that the Detachment needs to make contact with the company/corporation for donations for the following year. In some instances, a professional presentation will need to be made along with a proposal that describes the Detachment, the Marine Corps League, the funding requirements, the programs/projects that donations will be used for, and a track record of Detachment accomplishments. Generally, you should contact the Chief Executive, Chief Financial Officer, or Director of Human Resources to find the contact point for making your request and proposal.

Smaller businesses and non-profit organizations are generally more flexible in their timing. It is still a good idea to have information available about the Detachment and its funding requirements, and to make a presentation if requested. Government agencies (normally city and county) usually advertise for RFPs (Requests for Proposal) for funding that addresses a specific purpose. If a Detachment program/project corresponds to the purpose, it is worthwhile to file an application. There will be follow up by the agency on results of the funding.

Many Detachments address their needs during the Christmas season with the Toys for Tots campaign (in which donations might be in the form of merchandise or discounted purchases). However, soliciting donations should be a year-round effort. Donors are interested in dealing with a credible organization for programs that benefit the community. Be prepared to issue financial reports on how the donations were used, and remember, receiving a donation one year does not mean that it will follow every year. Follow up annually for donations. And, most important, recognize the donating organization with a thank you letter, and appropriate certificate or plaque.

Another form of donation might come from co-sponsorship of a Detachment program. Be careful in accepting a sponsorship donation; first determine if there is any problem with local sponsorship for a national program like Toys for Tots or Young Marines. Second, understand that a sponsor wants visible recognition (advertising) and will probably want exclusive rights to claim sponsorship with the Detachment (and make sure the Detachment is recognized). It is also important to check the background and credibility of a potential sponsor for community and financial integrity. An inappropriate image of a sponsor will also mar the name of the Detachment and the Marine Corps League. For local events, local programs of the Detachment, and local projects that the Detachment administers, a co-sponsor may be an answer to funding the activity.

Other - Fundraising is an ongoing challenge. While work is involved, it should also be "fun" for those participating. The Detachment should contact businesses and financial institutions and other promotional organizations for ideas. There are companies who are in the business of organizing and promoting fund raisers for non-profit organizations. The events may include gambling nights, or events such as carnivals, and other promotions. Be extremely careful in dealing with these organizations; there are many who will absorb over 90% of the revenue or require that you guarantee a certain revenue base (which means the Detachment could lose money). If a promotion sounds good, contact previous clients and get a complete review and evaluation of the company's performance and the net revenues the client received.

Summary And Conclusion - Starting, developing, growing, and managing a Detachment of the Marine Corps League is an ongoing assignment for Officers and members. The task is a constant challenge, and requires continuing attention. The purpose of Part II has been to provide discussion on some necessary structure required in the Detachment organization and some ideas on how to make the Detachment work and grow.

The Detachment should be an organization of Marines, for Marines. It should provide a place for Marines to visit, socialize, and participate in programs of interest; but, the Detachment is also a business, requiring members and funds to survive. Therefore, it must be run like a business. Business management and professionalism do not detract from the purposes of the League or the goals of the Detachment -- they enhance the ability of the Detachment to grow and continue well into the future.

Innovation, perseverance, and leadership are fundamental requirements for a successful Marine Corps League Detachment. There are no limitations on the ideas that will generate enthusiasm for the Detachment and its programs. There are no limitations on the ideas that can promote the goals and objectives of the Detachment and its programs. The Officers and members of the Detachment have the right and the opportunity to make the Detachment, Department, and the Marine Corps League the best Veteran's Organization.

2.5 Requirements for Detachment Functions

Once the Detachment is formed and chartered, or once the Detachment has been reactivated, there are certain steps to take to complete the corporate organization of the Detachment. For active Detachments, the new Board of Trustees should assure that these elements are in place, or there is a routine to address these issues as necessary.

Election of Officers

Upon formation/reactivation of a Detachment, and annually thereafter (or as provided for in the Detachment Bylaws), an election of Officers should be held at a general meeting of the Detachment. National and Department Bylaws require that elections be held, and Officer installation reports be submitted, during the months of October through May of each calendar year. If a new Detachment is formed, or a Detachment is reactivated in the June through September time frame, installation and reports are made at that time. However, in subsequent years, elections need to be scheduled October through May.

The National Bylaws require that the offices of Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate be elective offices to be held by regular members in good standing. These Officers, along with the Junior Past Commandant (normally the immediate past Commandant) comprise the Board of Trustees of the Detachment. The Detachment, in the Detachment Bylaws, may designate other Officer positions for election or appointment, and whether regular or associate members may hold that office. Other required Officer positions include Adjutant,

Paymaster, or Adjutant/Paymaster, Sergeant-at-Arms, and Chaplain. Depending on the Detachment Bylaws, these positions may also be on the Board of Trustees. Bear in mind that the Officers of the Detachment are representatives of the membership, and represent the Detachment to the community, and to local Marine Corps units.

Once the Officers are elected, the Commandant elect should select an Installing Officer of his/her choice and arrange for the Installation Ceremony to take place. Such information shall be forwarded to the Department Commandant. The Installing Officer must be the Department Commandant, an elected Department Officer, a Past Department Commandant, the National Commandant, an elected National Officer, a Past National Commandant, the Detachment Commandant or a Past Detachment Commandant. Upon installation, an Installation Report should be immediately prepared which identifies the Officer's names, addresses, and phone numbers. The report should be signed by the installing Officer, and distributed as instructed on the bottom of the form. The Detachment Adjutant should be responsible for this function. In addition to the required distribution, it is suggested that copies be made and sent to the Department Paymaster, and the Department News Editor.

The first two concerns that the new Board of Trustees of a new Detachment will need to address are the writing or re-examining of Bylaws and Incorporation of the Detachment with the State Office of Corporations or Secretary of State.

Keep in mind that the Marine Corps League and each Detachment is a corporate entity within itself. The elected Officers are the Board of Trustees and the Commandant is the Chief Executive Officer (CEO). Therefore, the Detachment needs to be run as a business entity, and business and Officer meetings require minutes and notes of resolutions. As a non profit 501(C) (4), organization, there are limitations and legalities that every board member should be aware of - which are contained in the State Corporation filing.

Bylaws

Bylaws provide the basic ground rules that govern the operations of an organization. These rules should allow flexibility for change, as needs and times change, but should lay out the basic ground rules for the name and purposes of the Detachment, membership, Officers and elections, meetings and the basic business of the Detachment, financial controls, dissolution, reference to policies and procedures that may be established, and the manner in which amendments may be made.

The National and Department Bylaws can serve as a guideline for the writing of Detachment Bylaws. The Detachment Bylaws should be brief and concise, but yet provide the framework for administering and controlling the Detachment. The following represent the key elements of this organization constitution as developed by existing Detachments.

Article 1 - Name, Purpose, and Resolve

Sections of this article should clearly state the name of the Detachment, and its affiliation with the nationally chartered Marine Corps League. It may also state the date of the Detachment Charter, and the issuing Department and/or National Officers present to present the Charter. There should also be a statement that indicates that these Detachment Bylaws are to conform to the Bylaws, administrative procedures, regulations and policies of the National and Department organizations.

The article should reiterate the purposes of the Marine Corps League, and any other purposes that the Detachment deems appropriate for conduct of meetings, programs and objectives. Another section should indicate that the Detachment is formed for non-profit purposes, that members do not derive any form of profit or benefit from assets/property of the Detachment, with the exception that a member might be hired to provide commercial services for which he/should/can be paid. According to National Bylaws, upon dissolution of a Detachment, any remaining assets shall be distributed to the Department and/or National.

Article II – Membership

In this article, the Detachment should state that membership cannot be denied on the basis of race, religion, sex, creed, or national origin ; as long as all other membership requirements are met. The Detachment should reiterate the membership categories provided in the National Bylaws, which include Regular, Associate, Honorary, Life, and Dual. The membership application and the sworn statement attested to by an applicant may also be included. The National Bylaws provide the information required for acceptance of a member into the Detachment.

The definition of a member in good standing should fall in this article, with reference to dues, how they can be changed, and the disbursement of dues. Avoid indicating exact amounts, as an amendment will be required if there is a decision to change dues.

Article III – Officers

The sections of this article should specify the Officers of the Detachment to be elected, and appointed, and the Officers who will serve on the Board of Trustees (which should be an odd number, and which minimally should include the Commandant, Sr. Vice Commandant, Jr. Vice Commandant, Judge Advocate, and possibly the Jr. Past Commandant). The responsibility for appointing Staff Officers and project staff should be clearly identified. In this article, the basic job descriptions may be defined for each elected and appointed Officer, with the ability for the Board to modify or change at their discretion.

Article IV - Election of Officers

The election process for elected Officers should be clearly delineated in this article, starting with the nomination process. Annual election of officers must be held between October 1 and May 15. The month, time, and period for which nominations shall be open should be included. The election process should include means by which votes shall be

taken (i.e., secret ballot, hand count, etc.). The counting of ballots and/or the verification process should be covered. The time period for installation of Officers after election (one month) should be defined, and the period for which Officers serve should also be stipulated.

Article V - Resignation. Death or Impeachment of an Officer

This article should address issues for the replacement of an Officer who resigns, dies, or who cannot fulfill the duties of office in some respect (this could be repeated absence, incompetence, violation of member/Officer oaths, or other action deleterious to the conduct of business of the Detachment, or the financial and legal responsibilities of the Detachment). This article is important for providing immediate action for replacing a vacated office. It is also important in assuring that there is a procedure for removing and replacing Officers that are unable to perform duties assigned, or who have otherwise abdicated their right to office by actions or lack of actions that are deemed unacceptable to the Detachment and the Marine Corps League. The Detachment should determine the best means for dealing with these situations, and defining the process in this section of the Bylaws.

Article VI – Meetings

This article should define the frequency of regular membership meetings for conduct of business and other programs (recommended at least once per month), Officer Meetings (recommended no less than once every quarter), special meetings, and the method of determining a quorum for voting and/or the conduct of business at both general (may be a set number, a percentage of members, or limited to those present), and Officer Meetings (should be no less than 3, or majority of Board of Trustees).

Article VII – Committees

This article should indicate that the Board of Trustees may appoint committees for purposes deemed necessary, and that committee members serve at the pleasure of the Board, and may be terminated by the Board. If there are standing committees that the Detachment feels need to be spelled out in the Bylaws, the committees should be defined (keeping in mind that an amendment may be required to add, change, or eliminate a committee).

Article VIII - Fiscal and Finance

This article may briefly, or in depth, completely define the ground rules for financial planning, financial controls, and financial transactions. It is important to clarify financial responsibilities, the budget process and requirements, expenditure controls, approval and signing limitations upon an Officer or the Board without approval from the general membership, banking and accounting, responsibility for financial and indebtedness negotiations, and the audit responsibility within the Detachment. Providing this information in the Bylaws initially provides a control that must be maintained by the Board of Trustees. It further insures involvement of the membership in financial matters when changes are needed. And it establishes credibility and integrity to members and contributors on the accounting and use of funds.

A section of this article should define the fiscal year for the Detachment. Identify month that budgets are to be submitted and membership approvals that are required and how the budget is to be approved and actions to be taken if it is not. A section should define any authorization levels that the Board of Trustees or an elected Officer may have for approving non-budgeted expenditures without getting general membership approval (this should be a minimal amount for emergencies such as \$50 or \$75 for the Commandant and \$100 to \$150 for the Board). The controls for expenditures need to be defined, which includes the process by which the Paymaster will reimburse funds (i.e., budgeted/approved, with receipts, funds availability, etc.), the types of expenses to be incurred by members, types of reimbursable expenses, authorization for expending funds before funds are expended by a member, and other defining controls that will clarify the position of the Detachment to members.

A section may define the types of accounts that the Detachment will have, or will account for. This generally depicts the sources of funds, and the purposes for which those funds will be used (i.e., it is important that if a donation is received for a charitable purpose, it is not used for a Detachment party, or funds received from specific activities may not be used for operations, etc.). It is a good idea to identify sources of funds to be used as a reserve, or for assistance to Marines and members when necessary - as long as reference is made in the section, or to a policy, that defines the purposes of such assistance, and amount limitations.

Article IX – Uniforms

This article should be general in nature, pointing out that the Detachment encourages members to obtain regulation Marine Corps League uniforms, but is not a condition of membership. The article should also indicate that uniforms will be worn only in accordance with Marine Corps League policy as set forth by National and Department policies.

Article X – Amendments

This article should encompass two elements - that the Bylaws may be changed, and the manner in which they may be changed; and that any issues not covered by the Detachment Bylaws shall be referred to the Department and National Bylaws. To amend the Bylaws may require special notification for a regular or special meeting and may require a simple majority or some other percentage of membership voting. The issue of ballot, or hand/voice vote should be mentioned.

Summary - Upon completion of the writing of the Detachment Bylaws, copies should be presented to the membership for ratification. A membership meeting should be scheduled to review and vote on the Detachment Bylaws. Any discussion regarding wording or content, and any revisions, should take place prior to the vote. There should be a motion and a second to approve/vote on the Bylaws. A majority vote of the members and Officers present should be sufficient to pass the motion for acceptance.

Immediately upon approval by the Detachment, a copy of the Bylaws should be sent to the Department Judge Advocate for review and approval. If changes are required in order to conform to National and/or Department Bylaws and policies, the Department

Judge Advocate will make written comments to the Detachment Judge Advocate regarding requirements for compliance. The Detachment will need to review, question, and/or comply, with the revisions including voting on their approval as quickly as possible. The revised Detachment Bylaws should then be re-submitted to the Department Judge Advocate for approval. When approved, the Department Judge Advocate will notify the Detachment Judge Advocate in writing and forward two copies to the National Judge Advocate for National records. Dates of Detachment and Department approval should be included on the cover or concluding page of the Bylaws.

As amendments occur, the amendment can be a page addendum to the Bylaws, making reference to the Article, Section, and/or sub-Section affected, and the date such amendment(s) were approved. If the amendment is included in the rewriting, or new edition of the Bylaws, the amendment should be footnoted, or parenthetically noted, as to the date of approval.

The Bylaws of the Detachment are like the Constitution is to the United States. They are the framework for governing and for how business shall be conducted within the Detachment. It is best if the Bylaws refer to policies and procedures so that specific details can be changed from time to time and can be done without amendment to the Bylaws. The Bylaws should show the limits of the organization, the "how" of determining the change; but, leave the details of the change to Detachment policies and procedures.

The Judge Advocate of the Detachment should be the driving force behind completion of the Detachment Bylaws. The other elected Officers should meet with the Judge Advocate on a regular basis to complete the development and presentation.

It is suggested that a new member be provided access to a copy of the Bylaws upon their acceptance into the Detachment. This can be part of a new member package.

Incorporation

The National and Department Bylaws require that Detachments Incorporate within their State of location within 2 Years after receiving the Detachment Charter. If it is found during the reorganization of a Detachment, that the Detachment is not incorporated, this matter should be one of the first orders of business for the reorganizing Detachment. The reasons for incorporation are to assure that a Detachment received benefits of a IRC 501 (C) (4) non-profit organization within the State. This allows the Detachment to operate, collect monies for membership and activities, to collect charitable donations for Detachment programs, and to act as a corporate entity for sales and other activities, with associated tax benefits for a non-profit entity. Incorporation protects the Officers and members of the Detachment, and by the same measure establishes the limitations for the organization in doing business as a non-profit organization.

The first step in incorporation is to contact your State Agency to request the necessary forms required for a non-profit organization registration.

The second step in the incorporation of the Detachment is to complete the forms for incorporation as a non-profit organization. These forms will require an explanation of the organization, the business conducted, the use of funds, affiliation with the National

organization of the Marine Corps League, Federal EIN (Employer Identification Number), certification that forms have been completed, names of Officers, addresses for the Officer and the Organization, and other detail information. There is a minimum application fee that must be submitted with the incorporation application.

Once approved, the Detachment has completed its legal obligations for establishing itself as a Detachment in the eyes of the Marine Corps League and is legally able to accept donations for purposes described in the application which includes charitable programs. It is important that every Officer read and understand the benefits and limitations provided by non-profit status. Two critical points are membership, and that the Detachment can in no way openly promote political candidates or causes. The Judge Advocate, Adjutant, and Paymaster, along with the Board of Trustees must take an active and assertive role in completing this requirement for legalizing the Detachment.

Licenses

As an optional adjunct to Detachment operations, certain licenses may be required for activities. If the Detachment does not own or operate its own facility and serve food and/or alcohol, the licensing requirements are minimal. It is wise to check local ordinances or other laws regarding licenses and fees prior to event participation. The two most prevalent license requirements are described below.

Retail Sales License

The fact that a Marine Corps League Detachment is a non-profit organization does not discount the fact that if the Detachment wishes to sell merchandise or other taxable goods or services, a retail sales license is required and state sales taxes (which include state, county, and local taxes) must be collected and paid.

To obtain a retail sales license, contact the closest State Board of Equalization office. Completed forms are required, and an initial fee must be paid. It is best to minimize the amount of expected revenue from sales, since this projection will determine the amount of initial fee to be paid.

The retail sales license will allow the Detachment to purchase merchandise, or other goods, from wholesalers at the wholesale price. Appropriate taxes are normally paid on a quarterly basis. The option to obtaining a retail sales license is to purchase merchandise at retail and pay the tax, then sell merchandise at a mark up. Be sure to maintain receipts of purchases that show that taxes have been paid. If sales are to be a standard fare of Detachment activities throughout the year, it is advantageous to obtain the retail sales license.

Bulk Rate Mail

The U.S. Postal Service allows organizations like the Marine Corps League to mail items by bulk mail at considerable savings off first class postage (the bulk mail rate is approximately 40% of the first class postage rate). There are qualifying conditions that are spelled out in the information provided by the local Post Office. The minimum number of pieces that must be mailed at one time is 200, sorted in zip code order, and of the

same size. There is an annual fee for the bulk mail rate, and an additional fee if a printed bulk rate logo is to be printed on the envelope or document.

Pursuing the bulk mail rate and applying through the local Post Office is definitely beneficial to a Detachment who is currently mailing 200 pieces of mail at any given time (i.e., newsletters). A Detachment who has mailings of at least 100 pieces might consider increasing the mail count (i.e., newsletters to potential members, or surviving spouses), to reach the 200 minimum requirement.

It is also possible to utilize another organizations' bulk mail if the application fee is for the same type of organization, and the pieces being mailed are the same size, and the mailings can be coordinated for same date deposit at the Post Office.

Permits for Sale of Alcoholic Beverages

Normally, it is advantageous and practical for a Detachment to work through an organization that has an alcohol license for events, or to work in conjunction with a licensed restaurant and bar to obtain a license. However, if it is necessary to obtain a short term license (i.e., one day, or one weekend, etc.), contact the State Alcohol Beverage Commission (ABC) for details. Also, make sure that any local permits required are obtained, and review any insurance requirements prior to making the commitment to sell alcohol.

Insurance

The Marine Corps League National Headquarters provides blanket insurance coverage for Detachments in the commission of Detachment activities and events. The statement of insurance coverage is available from the Department Commandant or National Headquarters, normally by the end of October in each calendar year. As stipulations in the coverage may change annually, be sure to request and review the coverage statement with regard to Detachment meetings, events, programs, and activities. The insurance provided normally takes care of events, parades and other activities in which your Detachment members "participate" but does not provide coverage for the Detachment or it's members as "sponsors" of an event. There are cover limitations, particularly where alcohol is served. You will be required to purchase additional insurance if alcohol is involved. The policy also excludes any injury to participants in athletic events or other sports nature activities.

This insurance is design to protect you against claims alleging negligence that cause injuries to third parties (person other than members) – it does not cover suits brought against a member by another. This is not and was never intended to be an accident policy for the members.

2.6 Duties of Detachment Officers

The following information is provided to assist the Detachments in the selection of Officers; assist members in determining a candidate's interest and capability in an office; and to provide an outline of possible job functions that will be carried out by each Officer; what the Board of Trustees and members should expect from the incumbents of each office.

Note: That there are some duties that are specifically required for each Officer. However, there are also some functions that may be optional or delegated based on individual capabilities. Keeping in mind the section on Functions and Objectives of the Detachment, some leadership requirements are determined by the Detachment in consideration of plans and capabilities.

A general comment can be made regarding all Detachment offices. First, an interest and willingness to serve is a major factor for consideration of any office. Second, every office is important and will require time, effort, and commitment to minimally meet the needs of the Detachment. Members should consider the time and commitment requirement when deciding whether to accept an Officers' position - factors of work, family life, and other outside pressures have to be accounted for before a commitment can really be made.

Qualified Officer Candidates will not generally possess all the characteristics, traits and skills that are useful to a particular office. The listing that follows describes attributes that may be desirable. Each candidate, and each Detachment should decide those talents that are of importance to the genre of the Detachment, and which characteristics can be acquired through training/education.

COMMANDANT

The Detachment Commandant is the most important office in the Marine Corps League. This leadership position accounts for the membership levels, programs, and the manner in which the League is viewed by Marines, members, prospective members, and the citizens of the community. With effective leadership in this office, the Detachment and the entire League will be successful based on the results of the Detachment. Success and achievement begets recognition, and a growing membership.

Characteristics and Traits

- Proven leadership and management skills.
- Effective communication skills with members , the community and other organizations.
- Ability to establish mutually agreed upon objectives, plan and direct, and articulate and promote strategies within sphere of influence.
- Ability to recognize and solve problems.
- Willingness to delegate tasks and responsibilities, while controlling and managing results.

- Clear understanding of financial and fiscal requirements.
- Effective speaking capability for ceremonies, meetings, presentations, and for fund raising.
- Experience and/or clear understanding of subordinate Officer duties and their responsibilities.
- Flexible thinking -- acceptance of dissent in discussion and plans.
- Ability to run concise, effective meetings.
- Commitment to training, education and support to improve Detachment skill levels.
- Selfless approach to meeting Detachment objectives.
- Commitment to the purposes of the League, and objectives of the Detachment.
- Ability to lead and work as a team.

Narrative of Job Accountability and Responsibilities

Leadership - The first and foremost job of the Commandant is to LEAD. In doing so, he/she sets an example for other Officers, and the Detachment members. Leading also requires that tasks and accountabilities (along with authority) be delegated to subordinate Officers and members; however, the ultimate responsibility for accountabilities still rests with the Commandant. In leading, it is important to continually assess results, and assist/support subordinates in removing obstacles to completing their delegated tasks.

Preside At Meetings - The Commandant should be reasonably well versed in Robert's Rules of Order and the Ritual of the Marine Corps League for conducting a meeting. Meetings should be concise and orderly, and allow relevant information to be presented that represents different points of view. The Commandant must control the meeting with the assistance of the Sergeant-at-Arms. The manner in which the meetings are run will have a significant impact on attendance, participation, and promoting Detachment objectives.

The Commandant is also called on to chair Officer Meetings in addition to general membership meetings. The meeting results are directly proportionate to the focus of the topics, control, timeliness, and decisions relative to views presented. An agenda is helpful for meetings, which should be developed and/or approved by the Commandant. During the business portion of the meeting, it is important to focus on business, though a little humor can keep matters in perspective.

Chief Executive Officer Of The Detachment - As an Incorporated entity within the State, the Commandant is the CEO of the Board of Trustees and the Detachment. As such, he/she is responsible, as a Corporate Officer, for the activities, financial standings, and the image portrayed in the Community and the League

Positive Public Relations - The Commandant is the primary contact and promoter of Detachment events and Community/Marine Corps League activities. Public Relations include direct meetings, media contact, and appearances at appropriate civic and military events. The leader of an organization, by virtue of his/her position, will be the primary provider of information, the primary representative of the Detachment at functions, and the primary salesman for the League and the Detachment.

Formulation and Development of Programs - Just as a newly elected President has ideas and programs that he/she promotes to get elected, so too should the Commandant have ideas and programs that will improve Detachment operations, and enhance the capabilities/results of achieving goals. Also, just as a President needs to sell the ideas to Congress, and compromise where appropriate to achieve the best program for all constituents, so too, the Commandant must articulate, sell, and compromise where appropriate, promote programs and objectives with Detachment members and the Board of Trustees.

The most important element of achieving this task is developing a written plan/strategy for each program and idea, discussing the merits and weaknesses, and agreeing on a direction to pursue.

Appointment Of Committees To Carry Out Detachment Business - There are a few reasons to appoint a committee:

- To bring together varied skills and perspectives to study/solve a problem or evaluate an idea
- To plan, initiate, and accomplish a given task or program; and to involve members in a legitimate activity who might otherwise not volunteer.

When setting up a committee, it is important to determine if the purpose clearly needs a committee or can the situation be handled by making one individual accountable. Make sure a committee is not formed to delay action on solving a problem. Define the results expected of the committee, and establish a STARTING and ENDING date, at which time the committee will be dissolved.

Financial Responsibility - The financial well being of the Detachment is a significant target for the Commandant and his/ her staff. The first concern is for the financial integrity and credibility of the Detachment - the proper channeling and use of funds and funds are generated for a charitable purpose, they must be used for that purpose). The Commandant is ultimately responsible for the finances of the Detachment. The integrity, image, membership level and ability to support events are often directly proportionate to the size of the treasury and the way in which it is managed. The Commandant needs to understand sources of revenues, expense control, cash flow, profit and loss and how to do an audit of the Detachment financial records. The Commandant should be one of two signers on the Detachment checking account (the other being the Paymaster).

Bylaws and Policies of the Marine Corps League - The Commandant should become acquainted with the National Bylaws of the Marine Corps League, the Department and the Detachment. This will give him/her a complete working knowledge of the requirements of the office they hold. Bylaws and Policies of the League, Department and Detachment are the guiding principles under which the organization operates. The Commandant is ultimately held accountable for adherence to the Bylaws and policies and therefore must assure that the Detachment and its members are in compliance.

Awards - The Detachment Commandant has the authority and the opportunity to recognize members, non-member citizens of the Community and Companies for service and achievements in support of the Detachment/League objectives. The Distinguished Service Medal; the Distinguished Service Certificate; the Distinguished Citizenship Medal; the Certificate of Appreciation, and other awards are ways to acknowledge support, performance, citizenship and patriotism. The Commandant may want the input of the Detachment Staff or of an awards committee or may act on their own to show appreciation for support and achievement.

Summary - The Detachment Commandants' position is critical to the success of the Detachment and the Marine Corps League. The ability to LEAD will be decisive to the success of the Detachment. The ability to DELEGATE and MONITOR results will be crucial to time management - getting things accomplished through others and achieving desired results. To effectively promote the Detachment and the League will develop a POSITIVE IMAGE and ATTRACT new members.

SENIOR VICE COMMANDANT

The Senior Vice Commandant (SVC) is second in command of the Detachment. This Officer should be a logical successor to the Commandant, and is therefore required to be fully familiar with the Commandant functions through his/her term of office. Many of the duties described below are the same or similar to those of the Commandant. The SVC should be familiar with the duties of the Commandant, and be prepared to be the senior chairperson for projects/committees deemed important by the Commandant. As second in command, the SVC's role is critical to the Detachment in terms of Officer support, and in accepting major responsibilities for meeting Detachment objectives.

Assistance and Support to the Commandant - In many respects, depending on the size and number of activities of the Detachment, the relationship between the Commandant and SVC is a team effort. It is helpful when the two Officers' positions have complementary skills that can be shared in achieving the Detachment's goals and in administering the affairs of the unit. One objective of the SVC position is one of preparation for the office of Commandant. In achieving that objective, it is important for the SVC to be integrally involved in all the affairs of the Detachment, and to take on specific tasks as assigned by the Commandant.

Presides In Absence Of The Commandant - Being second in command, the SVC will be called upon to perform on behalf of the Commandant when the Commandant is unable to preside at meetings, or attend events. For this reason, it is important that the SVC be current on issues, procedures, objectives and requirements normally handled by the Commandant. The SVC should be able to step into the Commandant's role with minimum difficulty or disruption. Some of the roles the SVC may be called upon to perform include, presiding at Detachment general meetings and Officer Meetings. The SVC should be familiar with the requirements of the Commandant in these areas, and be able to effectively use Robert's Rules of Order, other parliamentary procedure, and the Marine Corps League Ritual. In addition, the SVC may be called upon to deliver presentations or meet with other contacts that are handled by the Commandant. The SVC must be prepared to meet contingencies that arise in the absence of the Commandant.

Other - Additional duties of the SVC may include:

- Training of Detachment Officers and project committee chairpersons
- Assistance and support to Detachment Officers in meeting their specific objectives
- Assimilating Detachment reports on operations, finances, and project results for presentation to other Officers and members
- Preparation to succeed the Commandant at the expiration of his/her term of office, if he/she wishes

Summary - The SVC's position is important to the Detachment for three general reasons: to assist and support the Commandant, to prepare for succession to the Commandant's office, and to back up the Commandant when absent. The SVC should be a major contributing force to the success of the Detachment. He/she should provide knowledge and influence in assuring the achievement of Detachment goals and operations.

JUNIOR VICE COMMANDANT

The Junior Vice Commandant (JVC) holds a crucial position within the Detachment. He/she is responsible primarily for the recruiting and retention of members. The job goes beyond the Detachment level in that JVC has the opportunity to find the appropriate Detachment for Marines outside of his/her Detachment area, and/or identifying areas where new Detachments should be developed. The JVC should be familiar with the operations and projects of the Detachment, be able to influence programs, and be a spokesman to the Board of Trustees on what members and prospective members are looking for from the organization. Of all the specific Officer assignments, recruiting and retaining membership ranks at the top of the list for this Officer.

Chairperson of Membership (Recruiting and Retention) Program – The JVC can also suggest areas in which new members can participate, and see that they are assigned to a project or committee of interest and are introduced to the proper chairperson.

Works On, or Presides On Committees as Designated by the Commandant -

Normally, the JVC should be assigned to projects and committees that have an affect on membership participation and programs. Such projects/committees may include membership, events, awards, meeting programs, as deemed appropriate by the Commandant

Initiate Programs and Support Activities of the Detachment - The JVC should be influential in bringing about programs and activities that meet the needs of members. The Commandant may utilize the JVC to prepare monthly general meeting programs (other than the business meeting) that involve members, and bring interesting speakers/topics to the membership. By contacting military and civilian speaker

bureaus, there are a wide range of topics of interest that can be brought to a meeting to increase participation and attract new members.

An important aspect of bringing new members and prospects to a meeting is making them feel welcome. The JVC should take charge of introducing new Marines, and involving them in the meeting.

The JVC and the Adjutant should assure that there is a current membership list with phone numbers and addresses available periodically (at least quarterly). And the JVC should also maintain a list of potential members, Marine units, and other contacts, to make sure that they are welcome at meetings, events, and activities of the Detachment. The JVC may promote special events aimed at enhancing membership, like picnics, social events, and Marine Corps celebrations.

Presides in Absence of SVC and the Commandant -The JVC may be asked to assume the responsibilities of the SVC in the latter's absence. The JVC will need to be familiar with the programs, activities, and projects/committees of the Detachment, and more specifically those under the leadership of the SVC. In rare instances when the SVC and the Commandant are both absent, the JVC will assume the position of the Commandant.

SUMMARY:

- Develop and maintain records on membership and participation
- Report on membership status and issues to the Board of Trustees and the general membership
- Develop budget projections and goals for membership, and programs reaching those goals
- Communicate on ideas and suggestions relating to membership

JUDGE ADVOCATE

The position of Judge Advocate is an elected position at the National, Department and Detachment level. There is no requirement that the Judge Advocate has to be an attorney, and in fact, most are not. The only requirement for this position is that the candidate must be a "regular member in good standing".

To be effective as a Detachment Judge Advocate, this Officer should possess a working knowledge of the National and Department Bylaws and a solid knowledge of his/her Detachment Bylaws. (Note: in the case of a new Detachment, where no Bylaws exist, the Detachment would follow Department and National Bylaws until such time as Detachment Bylaws are written and approved). It is the duty of the Judge Advocate to interpret the controlling Bylaws and Administrative Procedures of National, Department or Detachment regulations. He/she will advise, construe, counsel and render opinions on questions of the Marine Corps League Bylaws and Administrative Procedures to the Detachment Commandant, and Detachment Board of Trustees, and Detachment

Committees, when so required, in the matter outlined hereafter: At Detachment meetings, upon the request of a member through the Chair, the Detachment Judge Advocate will render an opinion on Marine Corps League Bylaws and Procedures to the Chair, where upon the Chair will rule on the opinion and the question, which ruling shall be final unless appealed by a member, where upon the Judge Advocate will put the question, "Shall the ruling of the Chair be sustained?" A standing vote of regular members will be called, and two thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.

It is an important to remember that NO Detachment Officer, including the Judge Advocate is authorized to conduct a formal investigation or inquiry, convene a disciplinary hearing or hand out punishment. That authority lies solely with the Department and National Judge Advocate. (See National Administrative Procedures, Chapter Nine, Section 901.)

In any instance where there appears to be a conflict between Detachment or Department Bylaws and the National Bylaws and Administrative Procedures, the National Bylaws and Administrative Procedures shall take precedence. The single most important duty of the Judge Advocate at the Detachment level is to be familiar with the Bylaws of the Detachment, have a working knowledge of the Bylaws of the Department, and have available a copy of the National Bylaws at every Detachment meeting.

The opinions offered by the Detachment (and the Department) Judge Advocate are but opinions. While they are offered by an Officer who is presumed to know the correct answers, those opinions are subject to ratification by the respective Commandant and, on occasion, the convention body or Board of Trustees. The Department Judge Advocate has the additional duty of reviewing and approving all Detachment Bylaws (National Bylaws, ARTICLE FIVE, Section 505).

It is recommended that all opinions be in writing and maintained in a separate Judge Advocate record that succeeding Judge Advocates may have the benefit of previous rulings. However, there seems to be no requirement that any opinion accepted by one administration is binding on another.

Advice on Bylaws and Policies of the Marine Corps League –The governing laws for all organizations within the Marine Corps League are the National Bylaws, Policies and Administrative Procedures. The Judge Advocate should be thoroughly familiar with these documents, and those of the Department, to advise the Detachment on any questionable issues and/or problems. Assistance may be obtained from the Department and/or National Judge Advocate, when necessary.

Generally, questions in this area arise when developing and/or modifying your Detachment Bylaws, policies, and administrative procedures. In addition, there can be questions regarding attendance at the Department and National meetings, processes for submitting changes to the Bylaws and policies, awards, and discussion topics for agenda items.

Assure That Detachment Abides By the Bylaws of the Detachment, Department And National –The Judge Advocate is the "watchdog" and "policeman" for assuring

that the strict adherence to all three levels of the Bylaws and policies are followed. The purpose is to assure conformity to the letter and the spirit of accepted laws and policies of the Marine Corps League in general, and to ensure that conditions of Charter and Incorporation are maintained. The JA should review motions and votes, eligibility of voters, and activities on a regular basis to assure compliance. Any discrepancies need to be addressed immediately with the Board of Trustees, and/or the membership.

Documentation of issues and instances should be made for the record, for review in the future in any similar instances.

Renders Opinions and Rulings During Meeting on Procedures - The Judge Advocate should be well versed in issues of parliamentary procedure, ritual, and business order during meetings. Questions of procedure may be referred to the JA by the Commandant or the Presiding Officer. Normally these questions are relevant to motions, amendments, order of business, and other meeting procedures. Questioning of a procedure from the floor may be channeled through the Presiding Officer to the JA. The JA should also advise the Commandant or Presiding Officer on the meeting ritual, and procedures that are decided on by the Detachment.

Summary - As with any effective organization, the Marine Corps league has established Bylaws, Policies, and Procedures at the National level to safeguard its Charter, and to provide a framework for coexistence among many and varied subordinate organizations (Departments and Detachments). Detachments are expected to incorporate and establish their own written Bylaws, policies, and procedures within that framework.

The Judge Advocate is the keeper, protector, and counselor of those laws, policies, and procedures within the Detachment. He/she must be diligent in assuring conformance to these credentials that allow the League and the Detachment to exist in an orderly manner. As with laws in our daily lives, we may not agree with them all, but they exist for the purpose of providing a common structure within which we can operate, and mutually respect the rights of others. The Judge Advocate has the right and obligation to suggest meaningful change to the statutes from higher levels, and a procedure for being heard.

The Judge Advocate enforces through the Board of Trustees and advises members and Officers of the Detachment, with the objective of maintaining order within the Marine Corps League organization.

JUNIOR PAST COMMANDANT

The Junior Past Commandant (JPC) is the immediate Past Commandant of the Detachment. Generally, this office, depending on Detachment Bylaws, should hold a position on the Officer Board or Board of Trustees.

The role of the Junior Past Commandant is to provide guidance and council to the Detachment Commandant and other Officers. He/she should assist in providing continuity from one administration of Officers to the next. His/her experience, background, and

knowledge should be utilized for purposes of educating and assisting Officers. The JPC can be invaluable in assignments that assist the Commandant, and in introducing the Commandant and Officers to outside contacts that are necessary to Detachment programs.

The JPC can help provide rationale for past decisions and directions, experiences learned, and direction for incomplete objectives and/or unfinished plans. The JPC should be considered a resource to be used by the Board of Trustees and Staff Officers in accomplishing their assignments.

ADJUTANT

The Detachment Adjutant is the corporate/recording secretary for Detachment meetings and affairs. In addition, the Adjutant provides support to Detachment Officers and project leaders through correspondence, documentation, written communication, media releases, and other staff assistance. The Adjutant, by direction of the Presiding Officer, may prepare agendas for meetings, record member participation and attendance, and prepare and monitor the calendar of events for the Detachment. The Adjutant is also responsible for official notifications to the members.

Characteristics and Traits

- Ability to accurately record resolutions and carried motions of the Detachment.
- Ability to accurately records minutes of meetings to details, and capability to recall information.
- Ability to print/write legibly, type and/or utilize a computer for the Detachment permanent records.
- Capability for assembling information, and providing Officers and members' data regarding Detachment actions, programs and listings.
- While not mandatory, a computer and computer skills (particularly word processing) are extremely helpful for this job.

Keeping Accurate Minutes of Meetings - The purpose of recording minutes of Detachment meetings is to have a written commentary on meeting events, reasons for decisions and actual actions taken. Accurate records should be recorded for review and/or audit. For some decisions, the record is required for legal reasons – both State Corporate requirements and League Audit purposes. The presence of minutes and records is indicative of organization and provides information for future use within the Detachment. It is not important to write every detail but the salient points of discussions and actions taken are necessary.

Prepare and Transcribe Minutes for Permanent Record of the Detachment - Minutes should be transcribed into a book or binder that passes to each succeeding Adjutant for the Detachment permanent records. This should be done immediately after a meeting has taken place when the information or other factors appropriate for

recording will still be fresh in the Adjutant's memory. Periodically, the Adjutant may want to include an index of topics for easy reference in the future. The records should be maintained in chronological or reverse order and include meeting date, location, type of meeting, Officers present and members present, if appropriate.

Assure That Resolutions Are Maintained as Corporate Records - The minutes of meetings, particularly resolutions (decisions made that affect how business is to be conducted, amendments/changes to Bylaws and other decision regarding finances and programs) must be maintained as a permanent record of the Detachment's activities and actions within its Corporate Charter. Because the Detachment is chartered as a non-profit organization, its activities must conform to the letter and spirit of that Corporate Charter and are subject to audit by the State within which the Detachment is chartered.

Correspondence, Bulletins and Communications - The Adjutant also serves as secretary in support of official correspondence, bulletins and other written communications of the Detachment. By direction, the Adjutant should assist in providing any type of correspondence on behalf of the Officers of the Detachment. This assistance may include specific letters, form letters, agendas, listings of members and prospects, Detachment contact lists, bulletins of special meetings, and any other correspondence deemed necessary. In addition, it is the responsibility of the Adjutant to prepare, complete and forward the Report of Officer Installation (ROI) upon the election and Installation of Officers. Also, to complete and send an amended ROI if there is any change in Officers between elections. The Adjutant (in conjunction with the Board of Trustees) will prepare and mail the annual Department and/or National Convention materials as prescribed. The Adjutant may also be required to assist the Paymaster in the completion and mailing of the Membership Transmittal forms monthly.

Maintains Detachment Records - In addition to preparing Detachment minutes, records and other communications, the Adjutant is responsible for (in the absence of a Historian) maintaining, organizing and filing correspondence and letters/certificates of merit that will preserve a chronological documentary of Detachment actions and events.

Report At Meeting - An abbreviated report of the prior meeting should be prepared and printed for distribution at the next meeting of the Detachment. The report should be concise and emphasize business issues that include resolutions, decisions, actions and discussion. The report may be modified from the floor if warranted before being approved. If a separate Officers meeting has been held, it is advisable to read a report of that meeting at the general membership meeting if decisions have been made by the Officers.

Summary - The Adjutant plays an important role in Detachment operations by providing records of decisions and programs and by assisting the Officers in communication activities. In addition to the fact that minutes and records are legal documents, both for the Marine Corps League and the State, the information can be extremely useful in determining why courses of action were chosen and what programs (and their results) have been tried before.

PAYMASTER

Authority - The Paymaster is a required position. Eligibility requirements vary depending on the manner of determining the person that serves. Should the Detachment desire, as shown in its Bylaws, that this position be filled by election, the person must be a Regular Member. An appointed Paymaster may be either a Regular or an Associate Member (National Bylaws, ARTICLE SIX, Section 600(b) and Departments, ARTICLE FOUR, Sections 405 and 407; Detachments, ARTICLE FIVE, Sections 510 and 512).

The decision between election and appointment is up to the Detachment but has a direct impact on the decision making body. Elected Paymasters are members of the Board of Trustees (a.k.a. Corporate Board of Directors) while appointed Paymasters are not. (National Bylaws for Departments, ARTICLE FOUR, Section 415; Detachments, ARTICLE FIVE, Section 525. In either case, the Paymaster (as are all Officers designated to handle funds for the Detachment) is under a blanket bond obtained by National Headquarters (National Bylaws Section 815 m).

The duties of the Paymasters are not specified in the National Bylaws for the Departments and Detachments. As a general guide, the National commands that the National Paymaster follow certain procedures (National Bylaws, ARTICLE THREE, Sections 310(b) through (15)). Among these are the common definitions of the responsibilities of a Paymaster, as the Detachment or Corporation's Chief Financial Officer. The Paymaster serves as treasurer (Subsection 5), records the business (6) and receives and deposits all monies in federally insured accounts maintained in the name of the corporate unit only (7), assists in an annual audit (9-10) and surrenders all records and other property to the duly elected or appointed successor (13).

Internal Revenue Filing Requirements – The Marine Corps League is chartered by an Act of Congress as a non-profit organization. The League is recognized by the IRS as an Internal Revenue Code (IRC) 501(c)(4) entity. The League's IRS Group Exemption Number is 0955. All Detachments, Departments and other subsidiary organizations chartered by the League derive their exemption status with the IRS under our Group Exemption Number.

Beginning in Fiscal Year 2008 the IRS is requesting that all detachments, regardless of the amount of income, file with the IRS. The amount of income will determine which form is filed. Less than \$25,000 gross income will require a Form 990-N electronic postcard, income between \$25,000–\$99,000 requires a form 990-EZ and \$100,000 or more gross income requires the long form 990. Detachments that fail to file for three successive years will have their tax exempt status revoked.

Some states require a state filing when a filing is made to the Federal Government. Check with your state for its position.

Where a Detachment undertakes to acquire a building, a bar or other type of endeavor, the rules on IRS reporting will change. In such cases it is recommended that a separate corporation be formed with a different list of officers.

Procedures

Dues Transmittals - The paymaster receives all monies that come into the possession of the Detachment and must make a record of the receipts. The first of these is the member's dues. These funds are forwarded to National Headquarters on Dues Transmittal forms supplied by the National Adjutant/Paymaster. Instructions are listed on the form. Items that are not spelled out on the form are:

Transmittal Number - The National Adjutant/Paymaster uses the Transmittal number for filing, record, and information purposes. That number is in sequence beginning each July 1 and is inserted by the Detachment Paymaster. Example: The first transmittal in July is numbered "1" and the next, regardless of its date, will be number "2." It is optional with the Paymaster on the regularity of sending transmittals except that no member's dues should be held more than thirty (30) days. Example: A paymaster may send in several transmittals in a month, but may not hold a transmittal more than a month just because it contains only one or two entries.

Member Number - This number is assigned by National HQ for all new League members and is the individual identifying number assigned for every member. It is to be used on all future transmittals, correspondence, transfer forms, scholarship applications etc.

Date of Birth - (DOB) This information is required for application for Life Membership (PLM) and determines the Life Member dues amount. (National Bylaws Section 645) Recording the DOB is optional for annual renewals but mandatory for submitting a Life Membership.

Life Member - A member in good standing may become a Life Member. No portion of the Life Membership dues monies are retained by the Detachment or the Department at the time of submission to National Headquarters. The entire amount is contained in the check payable to National Headquarters accompanying the Dues Transmittal. A Life Member number (PLM#) is assigned for every new Life Member which is separate from the Membership Number. If a new member wishes to join the League as a Life Member they must **first** pay the first year dues to become a member in good standing and eligible for Life Membership. (Section 645 of the National Bylaws) A Life Member never pays additional dues to the League. Life Membership dues are invested by the National Comptroller. At the end of each fiscal year of the League (June 30), the National Comptroller determines the dividend due to each Detachment based on returns on the Life Membership Fund investments. The National Adjutant/Paymaster provides each Detachment with a list of Life Members annually. It is required that this list be audited and certified by the Commandant and Paymaster that the persons listed are still members of the Detachment, and the list be returned to National Headquarters. Based on this returned list, a distribution check is mailed to each Detachment. If the list is not returned, the Detachment will not receive their dividend distribution check. Departments are mailed distribution checks without this formality.

Transfer Forms - A member may transfer to another Detachment subject to the will of the receiving Detachment (National Bylaws, ARTICLE FIVE, Section 540(a)).

Generally, a Transfer Form will be obtained from the members' new Detachment. The member will fill out the top portion of the form and send it to the Detachment he is transferring **from** who will certify the membership status and if there are any outstanding debts owed to the Detachment.

Dual Members - (RDM and NDM) Dual members hold full membership in two or more detachments. The original filing results in one member number (MEMBER #) for each League member. The option of joining another Detachment requires adherence to the fee schedule contained on the form. That is, regardless of the status of the member in any other Detachment(s), a dual member pays the initiation fees and renewals are to pay the renewal fees. If you have paid Life Membership in both Detachments, there are no other dues to be paid.

Forwarding the Transmittal - The Paymaster deposits and records the several dues checks or cash and prepares a check for the correct amount for the National Adjutant/Paymaster and a separate check for the Department Paymaster. The Department sets its own dues amount. Both checks and the transmittal are to be mailed to the Department Paymaster.

Working With The Adjutant - Detachment Paymasters should work closely with the Detachment Adjutant in keeping the Detachment membership roster. While the Adjutant is charged with the responsibility of keeping the membership roster, the Paymaster will have information on dues payments and whose dues are current or delinquent. Cooperation between these two Officers will allow for the determination of eligibility for holding office, voting rights, delegate status at conventions, delinquent notices, etc. At the end of each Quarter, the National Adjutant/Paymaster provides every Detachment with an audit of its membership as shown on the rolls at National Headquarters. The information contained on these audits is used to determine voting strength at Department and National conventions, membership retention, and verification of dues status and address changes. Again, this information should be the subject of scrutiny and coordination between the Paymaster and the Adjutant. Errors are to be brought to the attention of the National Headquarters by submitting the correction on a Dues Transmittal by the Paymaster.

Records - How the Paymaster maintains the financial records of the Detachment is a matter of choice. Whether they are recorded on formal debit and credit accounting forms, on the check log, or in a computer program is strictly up to that Officer. However these records are kept, they must be clear enough to allow for an in depth audit by Detachment Officers, a cursory review by the Commandant, and, heaven forbid, a field audit by the Internal Revenue Service. Care should be taken to list authorization for each expenditure. Checks to cover members' dues to National Headquarters and to the Department are documented by the transmittal forms. Other checks should have a receipt in the "paid bills" file to indicate the method of authorization. Whenever the expenditure is for an item by motion, an indication of this with a notation of the date of the motion should suffice. Researchers need only review the subject minutes to find the authority.

Audit of Paymaster Records - At least once a year, the Commandant should, with the approval of the Board of Trustees, appoint an Audit Committee to audit the books

of the Paymaster. The Committee should consist of at least three regular members of the Detachment. Their task would be to make sure all of the Detachment funds are accounted for and that the proper procedures were followed for the disbursement of any funds.

SERGEANT AT ARMS

The Sergeant at Arms (SA) is responsible for the setting up and maintaining Order at Business meetings. He/she also participates in the presentation and honoring of Colors at meetings and ceremonies.

At meetings, the SA should make sure that the physical facilities for the meeting are set up properly. Prior to the meeting, the SA should meet the guests or visitors, introduce them to other members of the Detachment and provide applications to potential members. He/she needs to determine that those present for meetings are authorized according to the Bylaws, Ritual, or decision of the Presiding Officer. During the meetings, the SA is to assure order during the meeting, taking action when required to restore order, and to follow any directions given by the Presiding Officer.

Set up the Meeting Room - The SA should be one of the first Officers to arrive at the scheduled meeting facility. His/her responsibility is to physically set up the room in compliance with the Ritual, or as prescribed by the Presiding Officer, or Board of Trustees.

In addition, he/she should assure that physical elements of the meeting are available which includes Charter, lectern, flags, Holy Bible, microphone and speakers, and/or audio video equipment as required. Any other special items required for the meeting, or for the guest speakers, or for any other form of program, should be attended to by the SA.

Greet Guests And Members - The Sergeant at Arms should be available to greet and introduce members, guests, and program participants. He/she should direct new members and guests to other Officers and members. Prospective members should be given information about the Detachment and the Marine Corps League, and be directed to the JVC or a member of the membership committee (if one exists). The SA should make members and guests "feel at home."

Assure That Persons Present Are Authorized To Attend the MCL Business Meeting - At a closed session for a business meeting, only members in good standing are allowed to attend. The Sergeant at Arms must determine the qualifications for members to attend this meeting, and excuse those who are not qualified. In some instances, an "OPEN" meeting may be declared by the Presiding Officer, in which guests are allowed to attend the business meeting. If any limitations are made on the guests, the SA should be advised of those limitations to assure that those present in the meeting are authorized.

Presenting the Colors - The Sergeant at Arms is responsible for assuring that colors are posted, or that a Color Guard is available to present the colors during the opening ceremony of the meeting. During the opening ceremony, the Presiding

Officer will call upon the SA to lead the assembly in the "Pledge of Allegiance" to the United States of America. At the close of the meeting, the SA will be called upon to have the body render a salute to posted colors or have the colors retired with a proper salute.

Maintain Order at Meetings - The Sergeant at Arms is required to maintain order at meetings in conjunction with the Presiding Officer. The SA will assure that there is no extraneous talking or activity which is disruptive to the meeting, or subjects being discussed. By initiative or direction, the SA may be required to caution and/or remove any disruptive person (s) or other factors during the course of a meeting. The SA needs to be assertive, yet courteous, in maintaining order. In most instances, a simple and quiet reminder to those who may be disruptive is sufficient.

Clean Up Of The Meeting Area - It is the Sergeant at Arms responsibility to make sure that any necessary cleanup and policing following a meeting is done properly. If such cleanup is required, the SA may designate other members to the task, and take responsibility for leaving the facilities in the proper manner.

Respond To Instructions of the Commandant - The Sergeant at Arms reports directly to the Commandant in the organizational structure. He/she needs to be attentive to direction from the Commandant, or a Presiding Officer, to carry out plans (both immediate and long-term). This direction may be in the form of instructions received during the course of a meeting, in which immediate action may need to be taken.

Abide By the Ritual of Office - The Sergeant at Arms has a participation role in meetings, as prescribed by the Ritual and other defined job descriptions. The SA should be familiar with all elements of the opening and closing ceremonies that require his/her participation and/or leadership.

Summary - The Sergeant at Arms plays a key role in the orderly conduct of meetings, beginning with the physical set up, assuring that items required for the meeting are on hand, and assisting with maintaining order during the meeting. The SA also can help set up the "tone" of the meeting by making sure guests and new members are properly introduced and made to feel comfortable before, during, and after the meeting. The SA also assists with the membership by providing applications to prospects (and selling them on the Detachment and the League), and providing sign-in sheets (to include name, address, phone number, etc. so that guests and prospects can be contacted in the future.

CHAPLAIN

The Chaplain plays an important role in the Detachment by tending to the needs of the members and members families, particularly during periods of distress, illness, and/or death. It is every member's responsibility to keep the Chaplain informed of situations and issues of need within the Detachment. In addition, the Chaplain is called upon to offer invocations and prayer for meetings, initiations, installations, and for ceremonies. The Chaplain may be called upon to participate in funeral services, and make visitation to members/families that are sick, or who have lost a loved one. In addition, the Chaplain

may be required to assist in funeral arrangements (to include contacts for the Marine Corps Honor Guard) and/or publicize needs of the sick (to include blood donations, etc.)

The Chaplain's job, as a primary representative of the Detachment, is to provide comfort and special service to members and families in time of need. This support should go beyond members and family, it should include the entire Marine Corps community (current or former) within the Detachments' geographic area. This may necessitate reviewing obituaries, or having hospitals make contact when a Marine is admitted. He/she should be supported by other Officers and Detachment members during these times of distress; it's part of the old adage "Marine's take care of their own."

Performs Duties Of A Spiritual Nature - The term "Chaplain" implies the providing of support to individuals and groups for spiritual or religious guidance and in every aspect of League objectives, purposes, initiations, ritual, and references to God. It is not expected that a Detachment Chaplain be schooled in theology, but it is expected that the Chaplain will provide support to those in need, and provide prayer for meetings and ceremonies, (either as provided for in the MCL ritual or as developed to meet the situational needs). The "Bottom Line" to providing service as a Chaplain is the "Golden Rule" – "Do unto others as you would have them do unto you." Simply stated, it's how you would want to be treated if you were in a distressed situation. The Chaplain needs to respond to needs and wishes, offer comfort, and provide advice and counsel where needed. He/she needs to make sure that other members of the Detachment are aware of situations in which support is needed.

Visit Sick Members Or Families/Correspond Appropriately - The Chaplain should make every effort to visit members, or members' families, who are incapacitated. He/she should make the Detachment Officers and members aware of the situation, and solicit participation. A card of well-wishes should be sent to the individual on behalf of the Detachment. The primary purpose of visitation and correspondence is to let the individual know that they are being thought of, that they are missed, that they are important, and that they are a part of the Marine Corps family. Advice, counsel, warm wishes, words of comfort, and appropriate kidding are all part of support.

Abide By the Ritual of Office - The Marine Corps League RITUAL is comprehensive in addressing the situations in which the Chaplain may be asked to participate. Again, he/she may be innovative in developing prayers or statements that suit the purpose of any given situation. For situations not covered, the Chaplain should improvise and treat each situation with respect for the office. The RITUAL of the Marine Corps League provides for services honoring members, and they should be offered. If accepted, the Chaplain should take charge of coordinating such services with the family, funeral director, and Detachment members. The Chaplain may need to assist with finding a DD 214 for a casket flag, and for a Marine Corps Honor Guard. The same assistance and support should be offered to Marines or Marine families who are not members of the League. Our purpose is to support Marines, and membership is not a requirement for assistance in time of need. The Chaplain fulfills a role of assisting and supporting a family in any way possible, and should be able to call on Detachment members for assistance when necessary.

Provide Notification To Department and National On Deceased Members - The

"Death Notice" form should be completed by the Chaplain and forwarded to the Department Chaplain, and National Chaplain, for deceased members of the Detachment. This form should be completed and transmitted immediately upon notification of a member who is deceased. In addition to other administrative reasons, deceased members are honored with a memorial service at Department, Division, and National meetings and their names are listed in the Marine Corps League magazine.

Provide Invocations and Services as Required - As a part of the opening and closing ceremonies at business meetings, the RITUAL provides for the opening and closing of the Bible, and for an invocation and benediction. The Chaplain may use the words of the RITUAL, or offer other appropriate prayers at the meeting. The Chaplain may also be called on to render a prayer at ceremonies, joint Veterans observances, and/or special events (such as the Marine Corps Birthday Ball). As indicated above, the Chaplain may also need to prepare and coordinate services for a deceased Marine.

Perform Duties as Requested by the Commandant - While most of the duties of the Chaplain have been described above, the Commandant may request the Chaplain to attend, participate, and/or coordinate an event not listed. This might include community ceremonies, dedications, or other special events.

Summary - A major focus of the Chaplain should be on contingency planning for events that may arise. It is better to be prepared for an eventuality than have to scramble at the last-minute when the event is about to occur. The Chaplain plays a key role in meetings, ceremonies, and other events, reminding each of us about our reliance on Divine Providence. And the Chaplain is the "Point Man" for providing assistance and support, aid and comfort, to Marines and Marine families in need. He/she requires the support of every member in effectively carrying out their responsibilities, especially in times of distress.

OTHER STAFF and PROJECT OFFICERS

The preceding Officer delineations cover the basic Officer corps of a Detachment. These are the Officers minimally required to serve the Detachment and meet the requirements of National/Department/Detachment Bylaws, and the minimum obligations for meetings and programs.

The Officer descriptions that follow in this section are functions that are necessary to the Detachment, or will become important as a Detachment grows in membership and activities. These functions may be included in the Officer assignments described above while the Detachment is in the formative stages, but should be considered for separate Officer positions for two reasons as Detachment size and activities expand:

- The complexities and time requirements of each job will dictate the need for an individual and separate assignment.
- Such assignments provide the opportunity to involve more members in the leadership of activities, while providing a training and development of members for elected and staff positions.

HISTORIAN

The Historian is primarily responsible for the historical records of the Detachment. He/she should solicit articles, photographs, and other audio/visual media to maintain Detachment archives and history. The maintenance of a scrapbook which chronologically depicts the Detachment history is a vehicle used by many Detachments to portray the activities of the League. The Historian may want to solicit assistance from members for photographs, biographical sketches and other items of value that tell the Detachments' story.

NEWSLETTER EDITOR

Communication is vital to the life of a Detachment. The most common way of keeping in touch with members, Marines, and other Detachments are through a newsletter. A lot of information about meetings, events, members, and other news can be included on a monthly basis. This form of communication may be the only information a member receives about what is going on in the Detachment. Without it, members may not have a reason to attend meetings or events, or to remain members of the Detachment. The Editor should solicit articles from Officers and members, and should also search out pertinent information of interest that should be included, including a calendar of events of Detachment activities.

PUBLIC RELATIONS / INFORMATION OFFICER

It appears that the Marine Corps League is one of the best kept secrets in the Marine Community. One of the important aspects for recruiting members is getting publicity about the League published. Perhaps the most cost effective way is by using news releases about Detachment activities, meetings, and events. Contact with newspapers and other media can draw attention to the Marine Corps League, and create positive visibility in the Community. This is important for attracting members, and for attracting funds and donations for Detachment programs.

The Public Relations/Information Officer can be a major factor in advertising the Detachment by maintaining a continuing stream of information flowing to the newspapers for articles, event calendars, and accessing radio and TV with public service announcements (PSAs).

VAVS / VETERANS SERVICE OFFICER

The Marine Corps League supports the Veterans Administration Volunteer Services (VAVS) organization for the VA Hospital assistance. If a VA Hospital is within reasonable distance of the Detachment, the National (VAVS) coordinator can assign members of the Detachment to primary and deputy representation to the VAVS committee of that hospital (the VAVS committee is comprised of Veterans organizations and other interested personnel).

The primary goal is to spend time at the hospitals on visitation, planning and coordinating events (i.e. Bingo, games, reading, etc.) and/or soliciting donations of funds or items that may be needed by the occupants of the hospital. These may include books/magazines, clothing and toiletry items, or other items determined by the hospital staff. The VAVS Officer for the Detachment should be responsible for coordinating events with Detachment members and planning donation activities. A Detachment may also serve Veterans and the VA Hospital if participating in the VAVS program is not practical. The Veterans Service Officer (VSO) can take responsibility for soliciting donations of funds and/or items to send to a VA Hospital, or to a Veterans establishment in the local area.

In addition, a VSO can be available to veterans in providing direction (it is important not to provide advice or counsel) to various Veterans assistance programs which include the Veterans Administration, State Veterans Services and Veterans Organizations.

AMERICANISM / EDUCATION OFFICER

The Americanism/Education function is a community program to promote patriotism and responsible citizenship. The AE project leader has alternatives as to how to accomplish this function. Much depends on the community and its needs. A major area can be through sponsoring and promoting youth education programs. This may be done through the school system, recreation associations, and/or established youth programs. It may include presentations and speaking to the youth, demonstrations of Flag and Color Guard, or inviting participation of youth in programs and events. Another avenue is by offering Detachment members as speakers to adult and youth organizations in the community. Topics of such presentations may encompass veteran issues, the role of Veterans in American history, military history and other issues, introduction of Marine Corps personnel and Marine Corps history, the role of the Marine Corps League in the community, the American Flag, and other relevant topics. The AE leader must keep in mind that presenters are representatives of the Detachment and the Marine Corps League. It's an opportunity for community visibility in "**soft**" selling of the Detachment for members and donations. Image and impression are very important.

TOYS FOR TOTS LIAISON

The Toys for Tots program, under the direction of the United States Marine Corps Reserves, and the Toys for Tots Foundation, is an excellent opportunity for community action by a Marine Corps League Detachment. If there is a local Marine Corps Reserve Unit, the Detachment Toys for Tots (T4T) project Officer should establish contact with the Commanding Officer, and Staff NCOs who are responsible for the local program. The Detachment can be extremely helpful in the collection, and distribution, of toys within the unit's area, and the Marine Corps Reserves are always happy to have assistance. If there is no Marine Corps Reserve unit locally, the Detachment can apply for authorization from the Marine Corps Reserve, through the Toys for Tots Foundation, to become the authorized representative for Toys for Tots in the Detachment's local area. In doing so, the Detachment takes on the responsibility for collection and distribution of toys to qualified organizations and families in the local community.

Planning -Toys for Tots (T4T) takes planning, and the Project Officer needs to solicit support of businesses in the community for collection points, and donation of funds and toys. This process generally starts at least three to four months in advance of the December kickoff for the program. The T4T Officer also needs to determine qualified recipients for the toys, and make sure that organizations provide information on the number of children, sex, age, and needs. The Toys for Tots program can be an excellent opportunity to advertise the Marine Corps League, and to gain news media visibility, which will help generate toys for the program, and lets other Marines learn about the local Detachment.

WEB SERGEANT/DETACHMENT WEB PAGE

This is a powerful recruiting tool, because prospective members can find you if you are within a given number of miles of them. So, **EVEN IF YOU ALREADY HAVE A WEBSITE**, you should do this to increase your internet exposure to new members! This way, anyone searching, from the National Headquarters web site, for a Detachment in their area, can find you by location. **IF YOU DON'T HAVE A WEBSITE LOCALLY, THIS TOOL BECOMES EVEN MORE IMPORTANT. IT IS YOUR WAY TO COMMUNICATE TO POTENTIAL MEMBERS.**

EVERY DIVISION VICE, DEPARTMENT AND DETACHMENT COMMANDANT SHOULD APPOINT A MEMBER WHO HAS INTERNET ACCESS, AND KNOWLEDGE OF COMPUTERS AND THE INTERNET, AS THEIR "WEB SERGEANT". YOU SHOULD THEN PASS ON A COPY OF YOUR WEB SERGEANTS INSTRUCTIONS AND CODE WORD (RECEIVED WITH YOUR CHARTER PACKAGE) TO YOUR WEB SERGEANT, SO THAT HE/SHE CAN MAKE CORRECTIONS, CHANGES AND ADDITIONS TO YOUR WEB PAGE LOCATED ON THE NATIONAL WEBSITE.

NOTE: Even if you already have a full web site, you need to have a Web Sergeant for this page. If the information is not corrected or kept up to date, people who want to become a member will not be able to find you using the League Locator from the National Headquarters Website.

Only the person assigned by the Commandment will be able to edit the web page. They should NEVER give access to that account to anyone else. If the Web Sergeant must be changed, only the acting Commandant can request the change by writing to Locator@MCLeague.com This means that the Web Sergeant will setup his/her own user name and password. If the Web Sergeant needs to be changed the rights to edit the page will be re-assigned to a NEW person with HIS/HER own user name and password. ***Neither National Headquarters nor the National Webmaster will make changes to your Web Page.*** That responsibility must lie with the Detachment Web Sergeant. In the event a Detachment does not have anyone who can handle that assignment, it is suggested you contact your Department Commandant to request help from the Department Web Sergeant. Once you have decided who will perform this function, they MUST sign up for a user account on the National Headquarters website at

(<http://www.MCLeague.com>). If the Web Sergeant already has a user account setup on the web site, they just need to provide that user name. They should NOT use the code word as their password. That is to be sent to the web master. Please be sure to choose someone who has internet access and some experience with computers. The Web Sergeant is to create his/her own personal user name. This user name will be assigned the rights to edit the page. If the Web Sergeant needs to be changed, the past Web Sergeant is NOT to pass on their account information. The Commandant should forward a copy of these instructions to the new Web Sergeant, who will setup their OWN user name and follow the rest of these instructions to have that User name assigned the rights to edit the web page.

2.7 Detachment Officers Oath of Office

When a Detachment member assumes office, having been elected or appointed, he/she takes on a responsibility to the members of the Detachment. The members have determined that you, as a Detachment Officer, are capable of best representing the members in achieving the objectives of the organization. Subordinating yourself to the members is a key phase in the League's Oath of Office.

The Oath is the primary principle on which leadership of the Detachment functions. Every member who considers holding office should be aware of the Oath prior to accepting nomination or appointment. The Oath is the governing rule of what is expected by members of the League of their Officers.

The Oath of Office is as follows, with comments annotated:

OATH OF OFFICE	COMMENTS
I do solemnly swear that I will bear true Allegiance to the United States of America and to the Marine Corps League; that I will enforce and uphold, and will myself obey, the laws of the League; I shall ever bear in mind the purposes for which, and the principles upon which the Marine Corps League and the Detachment were founded.	You declare your <u>commitment</u> to our country <u>and</u> to the Marine Corps League. You will read/understand <u>and</u> enforce and obey the Bylaws and policies of the League, Department and Detachment. You will constantly remind yourself and the membership of the founding principles set forth by General Lejeune for the League and make them part of your Detachment objectives and programs.
I will subordinate myself to the best interests of my fellow Marines and the Marine Corps League, and will never personally benefit at the expense of the League or my Detachment in the slightest degree.	You will subordinate yourself to the best interest of fellow Marines and the League. Your service to the Detachment will be unselfish, serving only to promulgate the League and your Detachment.
At the termination of my tour of duty, I will surrender my office to my duly elected or appointed successor, accounting for any property that may have been entrusted to my care or custody.	You will maintain a record of your activities and contacts and pass this information, with any other Detachment property on to your successor.
All this I solemnly swear, so help me God.	This is a solemn oath of commitment to serve your Detachment and the League made before God and the members of your Detachment.

The Oath that you take as an Officer is not to be taken lightly. Every office of the Detachment requires a commitment of time, employment skills and recognition that the office represents the Detachment to the members, the League and the Community. The Detachment Officers are the examples for members to follow and support.

2.8 Functions & Objectives of the Detachment

In order to understand the rationale for the Detachment Officers duties, it is important to understand the functions and objectives of the Detachment. While not all of the programs discussed below are relevant to every Detachment, the object as identified should be representative of programs carried on by many Marine Corps League Detachments.

There are certain objectives that are inherent to every Detachment, which include membership and adoption of the League purposes. Below is a non-inclusive listing of the functions and objectives that provide a basis for discussing that need for the Officers and their associated responsibilities.

Common Functions and Objectives

- Recruit, retain and increase membership levels of the Detachment and Marine Corps League
- Develop and maintain an appropriate level of financial stability and security to operate effectively, and support Detachment programs
- Establish as firm objectives the purposes of the Marine Corps League
- Establish a meeting place, consistent meeting date and time (at least monthly) to meet regularly with the members of the Detachment
- Develop programs of interest, and activities that will bring Marines together and enhance participation in meeting goals of the Detachment
- Ascertain the skills, interest, and capabilities of members to develop challenges and/or objectives for Detachment members to meet
- Develop clearly defined programs, objectives, and goals that are mutually understood and agreed upon by the members
- Establish internal programs for training and development of members to accept responsibility for Officer assignments or leading Detachment programs and activities
- Promote both social and work programs to involve members and families
- Review, monitor, and report on strengths and weaknesses, and assessments for change
- Develop the ability to acquire publication and media coverage for Detachment meetings and events

Common Programs and Activities that Promote the Detachment and the League

- Color Guards for Parades and Ceremonies
- Speaking engagements at schools, events, and other organizations
- Toys for Tots Program
- VA Hospital Volunteer Services
- Veterans support and assistance
- Support and assistance at National Cemeteries
- Marine Corps Birthday ceremonies
- Assistance to Marines, families and Marine Units
- Young Marines Program
- Youth Physical Fitness Program
- Youth, Scouting and Education support in the Community
- Hospital support within the Community
- Awards to members and citizens of the community for outstanding service
- Support of veteran affairs issues
- Public Relations and public notices for Marine, veteran and community involvement
- Prominent speakers for Detachment programs

It is important to note here that there are a variety of tasks that can be addressed by a Detachment. In order to effectively meet the demands of these goals, an organizational structure is required, with an organization of Officers to lead and perform tasks, as well as assign and delegate responsibilities within the Detachment membership.

The requirements of elected and appointed Officers will vary depending on the number in complexity of tasks to be achieved. However, the basic Officer duties and leadership skills are common throughout.

2.9 Marine Corps League Detachment Officer Training

Developing Officers and members to perform in their jobs is the goal and objective of training. The Department can provide guidelines and offer support to Detachments in this area. However, each Detachment has to accept the responsibility for seeing that their Officers and members are trained to do the tasks to which they have been assigned. Understanding all duties and responsibilities is the first step, followed by understanding goals and objectives, and how to perform their jobs. This "**Guidebook for Detachment Officers**," the National Bylaws, Department and Detachment Bylaws, the Marine Corps League **RITUAL**, and the Policies and Procedures of National, Department and Detachment are all sources that will improve the effectiveness of Officers and members who serve in project or leadership roles.

Training and acquiring knowledge on how to improve skills and capabilities to make the Detachment organization more effective should be an ongoing process. Marines go through Boot Camp and specialized training which is an indoctrination and basic skill learning process. As a Marine advances, their knowledge and capability skills are enhanced through training in an ongoing process designed to improve the capability of the organization. It is no different with a Detachment in the Marine Corps League.

Different skill levels are required for different jobs in the Detachment. A Paymaster or Adjutant requires skills of technical ability. The JVC requires sales and marketing skills, and basic management and leadership knowledge. The Commandant and SVC must be strong in leadership and management skills with a knowledge of the technical areas they manage.

Emphasis on training is generally subordinated to immediate issues at hand, or ignored, in hopes that individuals will figure out how to do their jobs while on the job. However, look at the most successful organizations, whether business, volunteer and military (and we know which branch we're talking about), are successful because of their continuing training programs.

The responsibility is on the Detachment to see that Officers and members are trained. The Detachment should be committed to training by conducting its own training sessions. The Detachment should call on other Detachments and their Department, to assist and support the training effort. Departments and National Headquarters also conduct Officer and Administrative training, but generally, this is once a year (at their conventions). Detachment Commandants should insure personnel are advised of this additional training, in addition to their local Detachment training. It is strongly recommended that training sessions be scheduled within sixty (60) days of the annual installation of Detachment Officers. The end result is at least a guarantee of survival and growth.

2.10 Order of a Business Meeting

Opening Ceremony - It shall be the duty of the Sergeant-at-Arms to arrange the quarters; to place the Bible upon the Alter; and at the close of all occasions, he/she shall return all equipment to its proper place. He/she shall also conduct the advance and retirement ceremonies of the Colors. (The Commandant may call for singing of the Marine Hymn at any point in the ceremony.)

Commandant - Sergeant-at-Arms, secure the quarters and satisfy yourself that all present are qualified to be present during the deliberations of the Detachment session.

Sergeant-At-Arms - Aye, aye, Sir, the quarters are secured and all present are qualified to remain. (If persons present are not qualified, the Sergeant-at-Arms will report accordingly. If it is an open meeting, visitors would be assumed to be qualified to remain.)

Commandant - Sergeant-at-Arms, advance and post the Colors.

Sergeant-At-Arms - Aye, aye, Sir. All persons wearing the official League cover will execute a hand salute as colors are advanced. Those NOT covered will execute a civilian salute, right hand over their heart. Baseball type caps are to be removed and can be held over their heart. Just before the Colors are to be advanced the Commandant shall give two (2) raps of the gavel to call all present to a standing position. One (1) rap of the gavel will be the signal to be seated.

Commandant - the Chaplain will lead us in prayer. (The Sergeant-at-Arms or the Chaplain should open the Bible)

Chaplain - (Uncover) Supreme Commandant, we ask Thy blessing upon all here assembled. We pray for guidance in our deliberations, and that we may here exemplify the principles and purposes of our beloved Marine Corps League. We ask Thy protection and blessing for Marines and Corpsmen who have died in the service of their Country, and for all our members, both past and present. Grant that the Marine Corps League may grow and prosper in the humane purposes and principles upon which it is founded. AMEN. (Cover). (At this point, the Commandant may ask the members to remain standing for the singing or playing of the Marine Hymn), (Commandant, by one rap of the gavel, seats the Detachment).

Commandant - Sergeant-at-Arms, declare this meeting open for the transaction of official business.

Sergeant-At-Arms - By authority of the Commandant of the _____ Detachment of the Marine Corps League, I declare this meeting open for the conduct of official business.

Order of Business

1. Roll call of Detachment Officers (by the Adjutant)
2. Applications for membership (If balloting is done, applicants should be escorted outside the meeting room by the Sergeant-at-Arms).
3. Balloting on applications for membership. (If balloting is done, applicants are approved by a majority vote on those present and qualified to vote. Either voice or a secret ballot may be used).
4. Ceremony of Initiation (full or abridged form, from the MCL Ritual, depending on size of Detachment, time, and circumstance).
5. Introduction of new members and guests.

Old Business

1. Adjutant's Report
2. Minutes of previous meeting and Officers meetings may be abridged if minutes are included in a newsletter or other type of communication with the members).
 - a. Correspondence received
3. Paymasters Report
4. Chaplains Report
 - a. Report of any member or member's family sick
 - b. Report of any Marine or Marine's family in distress.
5. Report of the Officers: (Elected Officers and Staff should rise and report; or indicate if there is no report).
6. Report of Project Leaders and/or Committee Reports
7. Unfinished Business from previous meetings.

New Business

1. Reports, requests, information for business consideration, or any items needing a vote by the membership.
2. Good of the League

3. Announcements. **(At this time, the meeting may close for adjournment, or recessed until closing ceremony.)** If a program or guest speaker is to be introduced at this time, the meeting should be recessed until the program is complete.

Note - TO RECESS the MEETING – Chaplain will close the Bible. Sergeant-at-Arms will lead the membership in a hand salute to the Colors and declare the meeting in recess. TO RE-OPEN the MEETING – Sergeant-at-Arms will lead the assembly in a hand salute to the Colors. Chaplain will reopen the Bible. Sergeant-at-Arms will declare the meeting duly reopened for the conduct of Official Business.

Closing Ceremony

Commandant - There being no further business, we will proceed to close. The Detachment will stand silent in respect for deceased members. (Commandant gives two (2) raps of the gavel. Chaplain, without orders, reads the names of deceased members). This may also be extended to deceased Marines and Marine families, if appropriate.

Commandant - Sergeant-at-Arms, retire the Colors.

Sergeant-at-Arms - Aye, aye, Sir. (All present that are covered, execute the hand salute; all others not covered, execute the civilian salute, as the Colors are retired).

Commandant - The Chaplain will lead us in prayer.

Chaplain - (Uncover) Supreme Commandant, we humbly beseech Thee to bless what good we have accomplished and forgive that which we have done amiss. As we separate to go our several ways, we commit ourselves to Thy loving care. AMEN. (Cover)

Commandant - Senior Vice Commandant, perform the last duty of your post.

Senior Vice Commandant - Marines, the _____ Detachment thanks you for your attendance and requests that you secure new members, and further that you favor us at every future meeting with your presence, so far as your circumstances will permit.

Commandant - Sergeant-at-Arms, declare this meeting of the _____ Detachment, Marine Corps League, officially closed.

Sergeant-at-Arms - By authority of the Commandant, _____ Detachment, Marine Corps League, I declare this meeting officially closed until _____ (day, date, and time, when it will be reopened for the transaction of official business.

Commandant - (Gives one rap of the gavel --- meeting adjourned).

Notes and Summary of the General Meeting - The ceremony and order of business represented in the MCL RITUAL manual offers a guideline to the proper conduct of a meeting. There will be times when Detachments will want to make appropriate changes and modifications, to best suit the needs of the Detachment. However, it is important to structure most meetings, preferably with an agenda, to let attendees know what to expect, and the time elements involved.

Every elected and appointed Officer of the Detachment should have a copy of the MCL RITUAL (along with copies of the National, Department and Detachment Bylaws). The MCL RITUAL manual provides routine guidelines for all ceremonies, which include meetings, installation of Officers, presentation of charters, induction of members, and proper order for deceased Marines and ceremonial services. Copies of the RITUAL are available from the MCL National Headquarters ships store for a nominal fee. It is recommended that every Officer obtain a personal copy of the Ritual manual.

2.11 Do's and Don'ts for Officers of the Marine Corps League

- DO Plan an agenda and outline your program for each meeting.**
- DO Start meetings promptly. Busy people are usually punctual.**
- DO Use the opening ritual at all MCL meetings.**
- DO See that Committee reports, Officers reports, Installation Forms, etc. are submitted as required and on time.**
- DO Respond to all communications promptly.**
- DO Encourage each Officer to be familiar with the description of his/her duties, as outlined in the Bylaws.**
- DO Be neat in appearance. Wear your uniform with pride.**
- DO Give praise where praise is due and be ready with a hearty "Thank You", when a job is well done.**
- DO Be gracious and friendly at all times. You represent the USMC & the MCL. Many will judge your organization by you & your actions.**
- DO Be tactful and diplomatic as possible at all times.**
- DO Use "soft words," rather than harsh and blunt criticisms.**
- DO Perform the duties of your office in such a manner as to inspire the confidence of your membership.**
- DO Know your responsibilities, as well as those of your Officers.**
- DO Try to understand both sides of a controversial matter and be impartial in your viewpoint.**
- DO Admit your mistake if you are in the wrong.**

- DON'T** Allow new members to sit alone. Make new members feel welcome and needed.
- DON'T** Allow clashes of personalities during a meeting. Issues should be debated in an orderly manner.
- DON'T** Take an office for the title and prestige.
- DON'T** "Pass the Buck" onto someone else to cover your mistakes.
- DON'T** Recount the difficulties or tasks you have to overcome in order to carry out the duties of your office. You accepted the position and should expect to make some sacrifices in order to accomplish the duties and goals of your office.
- DON'T** Hesitate to ask questions as to procedures, etc., or of decisions made at meetings and conventions.
- DON'T** Expect or request anyone to perform any duty you would not do yourself.
- DON'T** Insist on having your own way if the majority's desire is to the contrary.
- DON'T** Be "BOSSY" and dictatorial or "Throw your weight around."
- DON'T** Criticize unnecessarily. Try to see both sides of the problem.
- DON'T** Give preference and privilege to a few. All members are to be treated equally.
- DON'T** Apologize for shortcomings, always put your best foot forward.
- DON'T** Set yourself apart from the members or expect to be "set apart" because of your office.
- DON'T** Discuss problem's with those not involved. Be discreet.

2.12 General Rules for Success

Some Principles of Performance to be Considered

Leadership and management in a volunteer organization are more difficult than that experienced in business and military units. The members have a choice of participating or not, attending meetings or not, and serving in some capacity or not. This means that many times, the Officers of the Detachment have to be more skilled in LEADING than in any business or military organization.

In a Detachment of the Marine Corps League, as well as other managerial and leadership jobs, there are some principles of performance that should serve as a framework for the Officer team:

- Pride and Esprit de Corps within an organization (and for an individual) is indicative of confidence, competence, effective training, productive communication, and teamwork
- Effective leadership and management is the key to organizational success
- People and capital (funds) are the most important resources to an organization. People will influence results
- Competent training and support are the two most important factors in developing effective management and personnel. Unit discipline, and equal opportunity to succeed is critical to organization success
- Productive teaching and training require intimate understanding of the subject matter, objectives and results are expected, and a sincere willingness to support the learning process
- Leaders and managers are responsible for their decisions and actions, and should be able to both account for their judgments, and confront them regardless of the difficulty
- Performance, quality, and goal results are best met with "hands-on" situational leadership. There are corollaries (some Confucius sayings) that bear remembering:
 - 1) "Do not confuse rules with objectives"
 - 2) "Do not confuse effort with results"
 - 3) "Do not confuse activity with productivity"
 - 4) "If it's always been done this way, its probably obsolete"

More organizations die by refusing to recognize the changes necessary for survival and growth.

Situations, objectives and circumstances determine strategy and management style – teachers, leaders, advisors, managers, and organizations remain effective by preserving flexible thought processes.

Open communications and understanding the role of dissent within the framework of objectives and teamwork, is important to the management decision process for prime results.

Delivering a message demands preparation, conviction, commitment and knowledge of the audience.

There are at least two influences important to any organization or managerial relationship: COMPETENCE and TRUST. The most important of these is TRUST – since Honor, Ethics and Integrity are implied.

Successful results will depend on outstanding performance, practice and commitment to these and other principles of common sense, judgment, objectivity, direction and focus.

Note on Change Management

Progression and change are necessary, but it needs to occur for the right reasons. Because there are natural tendencies to resist change, there needs to be a logical reason, such as changes in attitudes, thought processes, needs and requirements, interest, age and other factors. Keep in mind that the Marine Corps has changed extensively in the last fifty years in terms of mission, requirements, and capabilities. Marines of today are skilled differently, but they still go through the initiation process, they learn the traditions, and they earn the title based on the values of those who preceded them.

The same consideration has to exist for the Marine Corps League - as our Marines change, we have to adapt to accept them into the brotherhood of the League. As the environmental factors of attitude, demographics, economics, and requirements change, we must develop new approaches and concepts to meet goals and objectives. That's true at Detachment, Department, and National levels.

General Guidelines for Detachment Officers

Teamwork - in the leadership of the Detachment will always be the keystone of success and development

Setting An Example - for the membership and the community is necessary to maximize the Detachment's effectiveness in meeting goals and assuring commitment

Reviewing The Purposes Of The Marine Corps League - will help keep Detachment goals in perspective

Remaining Aware Of The Financial Status - of the Detachment by securing revenue sources and examining the relevancy of expenses will assure the organization of current and future financial integrity

Recruiting and Maintaining Members - is the foremost mission of Detachment Officers and members

Communications - within the Officer ranks and with members is essential to developing programs of interest that maintain membership

Looking After Marine and Family Needs - is a primary objective of the Marine Corps League (Taking Care of our Own)

Reviewing - and abiding by The Oath Of Membership, the Oath Of Office, and National Bylaws Of The Marine Corps League, Department, and Detachment Bylaws are essential to managing the organization

Participating: in Marine Corps League Department meetings and assisting other Detachments is a part of moving the League, Department and Detachment forward

Detachment Officer Procedures

Each Officer should obtain a three ring binder with dividers. The following should be required information for their notebook and passed on to succeeding Officers (those elected or appointed to replace them):

- Bylaws and Policies for National, Department and Detachment
- Training materials and information regarding Officer positions
- Duties and responsibilities for their office
- Notes and minutes of activities of the Detachment
- Record of participating members on projects and committees
- Detachment goals, objectives, directions and strategy
- Detachment budget and expenditures
- Listing of contacts made outside the Detachment for programs and activities
- Detachment membership roster
- Prospective member listing and contacts/results made
- Other relevant information

Other Important Information

Each Officer should assess member capabilities and encourage participation to any degree possible (Get to know the troops)

Each Officer should be aware of member needs and advise other members accordingly (stop, look & listen)

Officers need to delegate, where appropriate, and provide strategic direction to Project Officers (give instructions and let them do it)

2.13 Categories of Memberships

National Bylaws, Article VI, Section 600 – Membership Eligibility

1. **REGULAR MEMBERSHIP** - Only persons who are serving or who have served honorably in the United States Marine Corps "**ON ACTIVE DUTY**" for not less than (90) days and persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points and U.S. Navy Corpsman who have trained with Marine FMF units in excess of ninety (90) days and earned the Marine Corps Device (clasp) worn on the Service Ribbon and those who earn the Warfare Device authorized for FMF Corpsman shall be eligible for regular membership in the Marine Corps League. Additionally, some Korean War Era Marines who were ordered to active duty prior to completion of ninety (90) days active or Reserve duty, shall be deemed eligible for Regular Membership. Nothing in Section 600(a) shall be deemed to be retroactive prior to August 10, 2002, to affect current Regular Members. "Honorably service" will be defined by the last DD-214 or Certificate of Discharge that the applicant received.

2. **ASSOCIATE MEMBER** – Those individuals not qualified for regular membership in the Marine Corps League who espouse the principles and purposes of the Marine Corps League as contained in the Congressional Charter may upon application to a Detachment, or to the National Headquarters, be accepted for associate membership in the Marine Corps League. Associate members, upon acceptance, will pay dues in the same amounts as prescribed for regular members, including initiation fees. A membership pin and membership card, indicating "Associate Member" will be issued by National Headquarters. The appropriate uniform and cover, including an ornamental device and lettering will be designed by the National Uniform Committee. An associate member shall be entitled to the rights, privileges, and benefits of a regular member, unless otherwise prohibited. Such member shall not vote on a membership application, an election of officers, or hold an elective office. A Detachment, or a Department may by provisions in the By-Laws and/or Administrative Procedures allow an associate member to vote on its internal affairs provided such vote does not affect a policy of the Marine Corps League

Individuals who are serving or have served in other branches of the Armed Forces of the United States must have served honorably.

Individuals, applying for Associate Membership subsequent to August 11, 1995, must have reached the statutory minimum age for enlistment into the United States Marine Corps or United States Marine Corps Reserve prior to being enrolled as an Associate Member.

3. **HONORARY MEMBER** – Detachments, Departments, and the National Headquarters may, at the discretion of the respective Commandant, issue honorary membership to those persons who have been of extraordinary service to the Nation, to the community, to the United States Marine Corps, or the Marine Corps League. The honorary member will not be entitled to the rights, privileges and benefits available to a regular or associate member. Payment of dues or initiation fees is not

required; however, such membership will not be entitled to the official publication of the Marine Corps League, except as may be directed by the National Board of Trustees, or by paid subscription. Membership card and certificate will be available from National Headquarters.

4. Section 640 – MEMBERS-AT-LARGE – Any person desirous of joining the Marine Corps League may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League. All applicants who submit applications on line or via mail for membership as a Member-At-Large will be accepted as Associate Members pending receipt of a DD-214, Certificate of Discharge, or a copy of their D.O.D. I.D. Card (if on Active Duty or Retired Military), establishing their eligibility for Regular Membership as set forth in Bylaws Article Six (6) Section 600 (a). A letter explaining the requirements for “Regular Membership” and requesting the appropriate documentation, should the applicant meet those requirements, will be sent to the applicant with the “Associate Member” membership card. The National Executive Director at National Headquarters shall be the sole judge of the membership classification of Members-At-Large, once he/she is in receipt of and has verified the appropriate documentation (outlined above). If it is determined that the applicant is eligible for Regular Membership, the National Executive Director will cause the Members records to be changed from “Associate” to “Regular” and issue a new membership card to reflect that status.

- Effective on the renewal date, subsequent annual dues of Members-at-Large as established by the delegates at the National Convention, shall be remitted to National Headquarters.
- A member who is in good standing in a Detachment may become a Member-At-Large in the following manner: the member shall tender a written resignation of his membership to the Detachment Commandant. Upon acceptance of the resignation by a vote of the Detachment, the Detachment Paymaster or Adjutant/Paymaster, on a standard form via the jurisdictional Department Paymaster or Adjutant/Paymaster, shall notify National Headquarters of such resignation. Upon receiving the notification or resignation, the Department and National Headquarters shall remove the name of the resignee from the Detachment membership roster. National Headquarters shall carry the resigned member on its membership roster as a Member-At-Large. A Member-At-Large is eligible to affiliate with a Detachment or sign the application for a charter without further payment of a fee or dues; provided said member is in good standing at the time of affiliation or the charter is issued.

5. Section 645 - LIFE MEMBERS – Regular or Associate Members of the Marine Corps League who are in good standing (as defined in Section 615 – **GOOD STANDING** – All members shall be considered in good standing in the Marine Corps League, (a) Except when: (1) Required dues are not paid, and transmitted, on or before expiration date as shown on the member’s card.) may become a Life Member upon proper payment of the fee, as is required herein. A Life Member shall be subject to the payment of no further dues to a Detachment, Department, or National. Such

member shall have all the privileges, rights, and benefits enjoyed as a member so long as that Life Member shall live. Should a Marine Corps League member choose to become a member in multiple Detachments, they must become a member in good standing by paying Annual or Life Membership dues in each additional Detachment.

6. **Section 650 - DUAL MEMBERS** – (membership in more than one Detachment by the same individual). When a member of the Marine Corps League becomes a regular member in good standing in more than one Detachment, such membership in the subsequent Detachments shall be counted for voting strength at Department and National conventions only as an **Associate Member**. Such Regular Member shall be a regular voting member in the Detachment of such member's greatest tenure unless he/she makes a signed written request for transfer of voting rights to the receiving Detachment, which upon acceptance shall forward the copies of the transfer of voting rights to National Headquarters via the jurisdictional Department Paymaster or Adjutant/Paymaster, if a Department exists. The Transfer Form will be utilized for the purpose of transfer of voting rights to another Detachment.

PART III - MISCELLANEOUS INFORMATION

Section 3.1 – Detachment Awards

Section 3.2 – Ways to Recruit New Members

Section 3.3 – Sample Media Correspondence

Section 3.4 – Basic Robert's Rules of Orders

Section 3.5 – Basic Uniform Information

Section 3.6 – Marine for Life Program

Section 3.7 – Marine Corps League Organizational Chart

3.1 Detachment Awards

MARINE CORPS LEAGUE AWARDS

Marine Corps League Bylaws - Enclosure Four (4) is the official reference for Awards. The following list is a quick reference as to what the Division Vice Commandant, Department Commandant and Detachment Commandant is authorized to award. For more detail information refer to Enclosure Four (4).

	Detachment	Department	Division
Dist. Citizen Medal - Silver		X	X
Dist. Citizen Medal - Bronze	X	X	X
Dist. Service Medal	X	X	X
Department Recruiter - Silver		X	
Detachment Recruiter - Bronze	X		
Community Service/VAVS	X	X	X
Meritorious Individual Commendation	X	X	X

The following medals/ribbons are authorized to wear without the approval of the Division Vice Commandant, Department Commandant or the Detachment Commandant:

Department Commandant	Present and Past
Department Staff - Elected	Present and Past
Department Staff - Appointed	Present and Past
Detachment Commandant	Present and Past
Detachment Staff - Elected	Present and Past
Detachment Staff - Appointed	Present and Past

Marine Corps League Medal (Membership) is for any regular member of the League.

3.2 Ways to Recruit New Members for your Detachment

Put up Posters

1. Super Markets
2. Labor Unions
3. Police/Fire Stations
4. Post Offices

Use Local Media

1. Local Newspapers
2. Local Radio Stations
3. Local access Cable TV Stations

Use other Veteran Organizations

1. American Legion
2. AmVets
3. DAV
4. VFW
5. VVA
6. FRA

Use Veterans Service Officers

1. City
2. County
3. State

Set Up at Local

1. Flea Markets
2. County Fairs
3. Local Shopping Malls

1. Work with Youth Groups
2. Boys/Girl Scouts
3. JROTCs
4. Little Leagues
5. Pop Warner Football
6. Young Marines

Help Support Americanism Programs

1. Clean up Parks/Highways
2. Special Olympics
3. Scholarship Programs

ALWAYS CARRY MCL Applications WITH YOU

Every MCL Member should recruit at least ONE new member each year.

3.3 Sample Media Correspondence

Letter to Request Meeting Space to Form a Detachment

This letter should be sent to the Mayor, Chief of Police, Chamber of Commerce, and Veterans Organizations. (If favorable reply is not received from the Mayor or Chief of Police, try the Chamber of Commerce. As a rule, they are all very cooperative and helpful.)

Mr. A. B. Charles
Mayor of Jacksonville
Municipal Building
Jacksonville, N.C. 28546

Dear Mayor Charles:

The Marine Corps League, a nationally chartered organization, comprised of Marines and eligible FMF Corpsmen who have honorably served or are now serving in the United States Marine Corps, desire to form a Marine Corps League Detachment in your city.

I am writing to request the use of a room large enough to accommodate 25 to 30 eligible members for one evening during the week of _____ for the purpose of holding a meeting to form a local Detachment of the Marine Corps League.

Respectfully,

Print & then sign your name

News Release to Announce a Meeting to Form a New Detachment

The (enter new Detachment name, i.e., Onslow County) Detachment of the Marine Corps League announces that the National Vice Commandant of the (enter name of Division, i.e., Southeast, Midwest, etc) Division, will conduct a meeting at (enter detailed information about meeting location), (day), (month, date, year) at (time) to form a new Detachment here in (list city/town). Any Marine or eligible FMF Corpsman interested in joining this new Detachment as a Charter Member should plan to attend this meeting.

The Marine Corps League was one of the earliest established Veterans Organizations, organized in June 1923 and Chartered by an Act of Congress in August 1937. Membership in the Marine Corps League is for any Marine or Fleet Marine Forces Corpsman who has served honorably or is currently on active duty.

NOTE: The news release AFTER the organization meeting is held is of great importance.

News Release Following Initial New Detachment Meeting

While preparing the news release, considerable thought should be given to its content, keeping in mind the objective of trying to find qualified candidates to join this new Detachment.

The meeting of the (list name) Detachment of the Marine Corps League, held this past (list day, i.e., Monday) evening was very successful. (List name) has been installed to serve as the Commandant for the first year. (Name) and (Name) have been chosen as Interim Adjutant and Paymaster, respectively. The next meeting of the Detachment will be held on (list date and time); any Marine interested in joining this new Detachment as a Charter Member should plan to attend. Meetings are open to all active duty, retired, former Marines, and eligible Fleet Marine Force Navy Corpsmen.

NOTES: Do not use military rank, unless requested by the individual. Feature prominent Marines in the community who have joined. If a reporter is available, delegate them to write the news release. If a news release is not prepared by a reporter, compile all the events of the meeting, call the City desk and report the news by phone or via e-mail. You will find most radio, newspapers, and TV stations very cooperative. Marine Corps Recruiting Officers will normally extend their full cooperation in promoting your Detachment.

3.4 Basic Robert's Rules of Order

I Four Basic Principals

- A. Someone has to facilitate or direct the discussion & keep order. All members of the group have the right to bring up ideas, discuss them and come to a conclusion.
- B. Members should come to an agreement about what to do. Members should understand that the majority rules, but the rights of the minority are always protected by assuring the right to speak and to vote.

II Structure of an Organization

- A. Authoritarian Model.
 - 1) Concentration of all power in a leader or small group.
 - 2) No input or approval from the membership.
- B. Democratic Model.
 - 1) The membership governs.
 - 2) Balance of power.
 - 3) Based upon laws, rules and the rights and responsibilities of its members.

III Application of Principals to Organization

Organizations are democratic to the extent that they conform to the following ways:

- A. The members rule through a decision making process that has been established by a vote.
 - 1) Rules of Order.
 - 2) Bylaws.
 - 3) Constitution.
 - 4) Policy Statements.
- B. Ideas come from the membership.
- C. Leaders come from the people through an election.
- D. Checks and balances between the leadership and the members are established in the governing documents.
- E. All members are equal – they have equal rights and responsibilities.
- F. The organization is run with impartiality and fairness.
- G. There is equal justice under the law; members and Officers have a right to a fair trial or hearing, if accused.
- H. The majority rules, but the rights of the minority and absent members are protected.
- I. Everything is accomplished in the spirit of openness, not secrecy.
- J. Members have the right to resign from office or from the organization.

IV Basic Principals of Parliamentary Procedure

- A. Take up business one item at a time.
- B. Promote courtesy, justice, impartiality.
- C. The majority rules, but the rights of the individual, minority and absent members are protected.

V Taking up Business – One Item at a Time

- A. Each meeting follows an order of business called an AGENDA.
- B. Only one main motion can be pending at one time.

- C. When a main motion is pending, members can make a motion from a class of motions called SECONDARY motions.
- D. Only one member can be assigned the floor at a time.
- E. Members take turns speaking.
- F. No member speaks twice about a motion until all members have had an opportunity to speak.

VI Promoting Courtesy, Justice, Impartiality, and Quality

- A. The Commandant, Chair, or Presiding Officer calls the meeting to Order – On Time.
- B. Members take their seats promptly when the chair calls the meeting to Order and conversation stops.
- C. Members rise to be recognized by the Presiding Officer and do not speak out of turn.
- D. Members always refer to other members and Officers in the third person, i.e. Commandant, Judge Advocate, etc.
- E. Members do not cross talk or talk directly to each other when another member is speaking.
- F. Keep discussion focal to the issue, not to personalities or motives.
- G. When correcting a member, refer to him as “The Speaker.”
- H. Members are to speak clearly and loud, so all can hear.

VII To Ensure Equality, Justice and Impartiality, the Commandant or the Chair:

- A. Does not take sides.
- B. Allows for everyone to be heard in a debate.
- C. Knows the rules and applies them judiciously.
- D. Ensures that all sides of an issue are heard and the rules of debate are carefully followed.
- E. Allows motions to take a vote (ballot or hand) during a controversial issue.
- F. Afford the right to a trial or hearing to those accused of wrongdoing.

VIII The Rule of the Majority and Protection of the Minority

- A. Members have the right to have notice of all meetings.
- B. Members have a right to know when there is a proposal to rescind or amend something previously adopted.
- C. In any situation where rights may be taken away from members, two-thirds of the members present must approve the motion, i.e., amending governing documents, or the removal of a member from office.
- D. No one has the right to require a higher vote than a majority on issues unless specified by the Bylaws.
- E. Members have a right to be informed of the work of the organization via minutes or reports of Board action, committee action and work product.

IX Business Meeting Motions

There are Five Classes of motions:

1. Subsidiary motions
2. Main motions
3. Privileged motions
4. Incidental motions
5. Motions that bring a question again to the membership

X Main Motions

The most common way to present business at a meeting is to make a main motion:

1. Motions are made and then the idea is discussed
2. Main motions are those that have not been previously made or acted upon
3. A motion contains all pertinent information, including who, what, why, where and when
4. All motions should be in the positive, not in the negative

XI Basic Steps in Presenting a Motion

- A. Member stands and addresses the Commandant (or the Chair)
- B. The Chair recognizes and assigns the member the floor
- C. The member states their motion by stating "I move that or, I move to"
- D. Another member must second the motion by stating, "I second the motion"
- E. If there is no second, the Chair will say, "Without a second, the motion will not be considered"
- F. The Commandant (or Chair), restates the motion and places it before the members by saying "It is moved and seconded; is there any discussion?"
- G. Debate and discussion follow
- H. Following debate and discussion, the Commandant (or Chair) puts the motion to a vote by stating "All those in favor say "AYE", those opposed say "NO"
- I. The Chair announces the vote and assigns who will carry out the action

XII Subsidiary Motions

- A. Help the membership dispose of the main motion
- B. Subsidiary motions always do something to the main motion and are ranked from the top to the bottom
 - 1) Lay on the table (set aside temporarily)
 - 2) Refer to a committee
 - 3) Amend (change the motion)
 - 4) Postpone indefinitely (kills the motion)

XIII Privileged Motions

- A. Do not relate to the main motion
- B. Relate to special matters of immediate importance that arise during the meeting
- C. These motions take a higher rank over subsidiary motions and are ranked from the highest to the lowest
- D. Fix a time at which to adjourn
- E. Adjourn
- F. Recess (take a break)
- G. Raise a question of privilege/welfare of the group, or individual)
- H. Call for the Orders of the Day (stick to the agenda)

XIV Incidental Motions

- A. Incidental motions deal with questions of procedures
- B. They do not affect the main motion
- C. These motions are not debatable
- D. Must be taken up immediately
 - 1. Point of Order (its against the rules)
 - 2. Appeal (disagree with the Chair's ruling)
 - 3. Division of members (question result of the vote)
 - 4. Requests and inquiries (questions)
 - 5. Suspends the rules
 - 6. Division of the question (divide the motion into two or more questions)

XV Motions to Bring a Question Again to Member

- A. Brings a motion back to the assembly
- B. To consider the vote
- C. To amend or rescind what was adopted
- D. To discharge a committee
- E. Are only made when there is no business on the table
- F. Motions are debatable, except for a motion to take from the table
- G. If prior notice was not given to the members, a two-thirds majority vote is necessary to amend or rescind something that was previously adopted

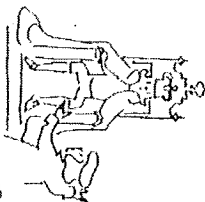
WHAT IS PARLIAMENTARY PROCEDURE?



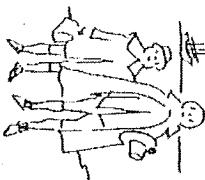
It's a
SET OF RULES
for conduct at
meetings.
It allows **EVERYONE**
to be heard and to
make decisions...
without confusion!

Parliamentary procedure has a LONG HISTORY

IT ORIGINATED
in the early English
Parliaments (discussions
of public affairs).



**IT CAME TO
AMERICA**
with the first settlers.

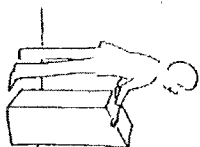


**IT BECAME
UNIFORM**
in 1876, when Henry
M. Robert published
his manual on Parli-
mentary Law.



Today...

ROBERT'S RULES OF ORDER
NEWLY REVISED is the basic handbook
of operation for most clubs, organizations
and other groups.



Because--
it's a time-tested
method of conducting
business at meetings
and public gatherings.

WHY IS parliamentary procedure IMPORTANT?

PARLIAMENTARY PROCEDURE MEANS:

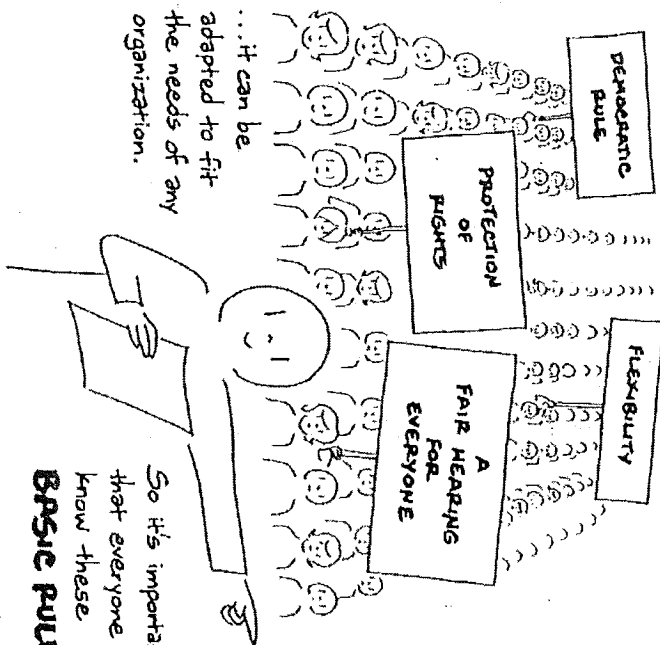
**DEMOCRATIC
RULE**

FLEXIBILITY

**PROTECTION
OF
RIGHTS**

**A
FAIR HEARING
FOR
EVERYONE**

...it can be
adapted to fit
the needs of any
organization.



So it's important
that everyone
know these
BASIC RULES!

Organizations using parliamentary procedure usually follow a fixed **ORDER OF BUSINESS**

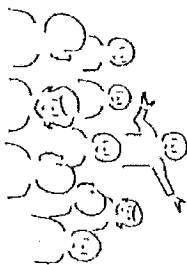
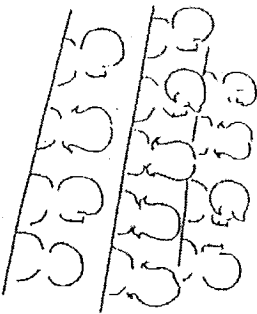
Here's a typical example



- I. CALL TO ORDER**
The chairperson says, "The meeting will please come to order."
- II. ROLL CALL**
Members say "present" as their names are called.
- III. MINUTES**
The secretary reads a record of the last meeting.
- IV. OFFICERS' REPORTS**
Often limited to a report from treasurer, but others may report at this time.
- V. COMMITTEE REPORTS**
First come reports from "standing," or permanent committees; then from "ad hoc," or special committees.
- VI. SPECIAL ORDERS**
Important business previously designated for consideration at this meeting.
- VII. UNFINISHED BUSINESS**
Business left over from previous meetings.
- VIII. NEW BUSINESS**
Introduction of new topics.
- IX. ANNOUNCEMENTS**
Informing the assembly of other subjects and events.
- X. ADJOURNMENT**
The meeting ends by a vote, or by general consent (or by chair's decision if time of adjournment was pre-arranged by vote).

QUORUM...

The number of members that must be present for business to be conducted legally. The actual number is usually stated in the bylaws.



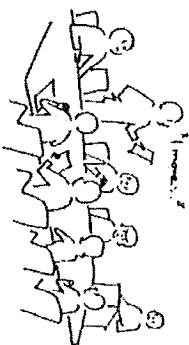
**BUT...
HOW DO MEMBERS
GET THEIR SAY?**

THEY MAKE MOTIONS!

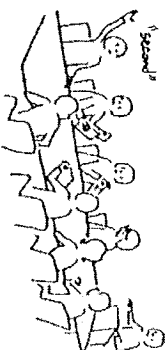
A motion is a proposal that the assembly **TAKE A STAND** or **TAKE ACTION** on some issue.

Members can:

PRESENT motions
(make a proposal)



SECOND motions
(express support for discussion of another member's motion.)



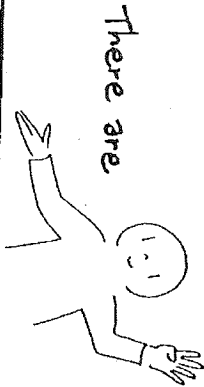
DEBATE motions
(give opinions on the motion)



VOTE on motions
(make a decision)



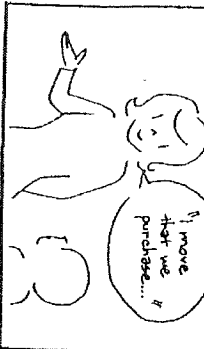
4 GENERAL TYPES OF MOTIONS



1 MAIN motions

introduce subjects to the assembly for its consideration. They cannot be made when another motion is before the assembly. They yield to privileged, subsidiary and incidental motions.

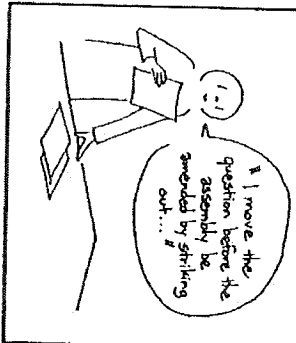
FOR EXAMPLE--



2 SUBSIDIARY motions

change or affect how the main motion is handled (voted on before the main motion).

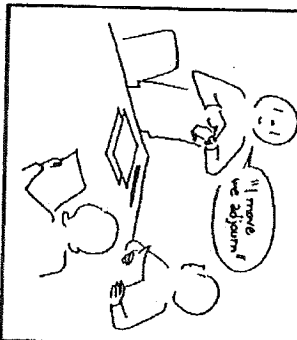
FOR EXAMPLE--



3 PRIVILEGED motions

are most urgent ... about special or important matters not related to pending business.

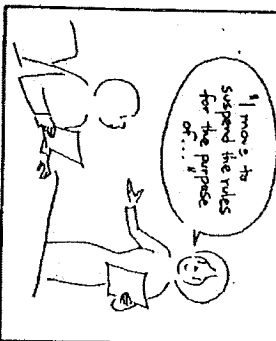
FOR EXAMPLE--



4 INCIDENTAL motions

are questions of procedure that arise out of other motions ... must be considered before the other motion.

FOR EXAMPLE--



Some QUESTIONS

relating to MOTIONS

IS IT IN ORDER?

Your motion must relate to the business at hand, and be presented at the right time. It must not be obstructive, frivolous or against the bylaws.

DO I NEED A SECOND?

Usually, yes. A second indicates that another member would like to consider your motion. It prevents spending time on a question which interests only one person.

IS IT DEBATABLE?

Parliamentary procedure guards the right to free and full debate on most motions. Some privileged and incidental motions are not debatable.

CAN IT BE AMENDED?

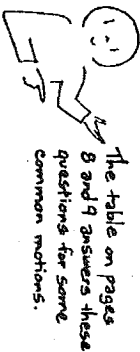
Some motions can be altered by striking out, inserting, or both at once. Amendments must relate to subject as presented in the main motion.

CAN IT BE RECONSIDERED?

Some motions can be debated and revoted to give members a chance to change their minds. The move to reconsider must come from the winning side.

WHAT VOTE IS NEEDED?

Most require only a majority vote but motions concerning the rights of the assembly or its members need a 2/3 vote to be adopted.



PARLIAMENTARY PROCEDURE

... at a glance



Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	NO ①
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ②
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ③	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER...

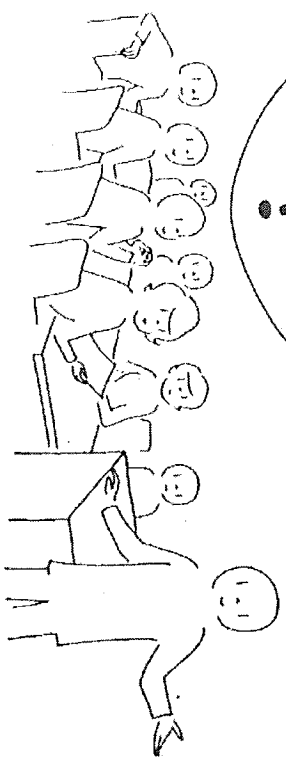
PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ④	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY ⑤	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ⑥	— ⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	— ⑧	NO	MAJORITY	NO

NOTES:

- ① Unless vote on question is not yet taken.
- ② Unless the committee has already taken up this subject.
- ③ Only if the motion to be amended is debatable.
- ④ Except in doubtful cases.
- ⑤ A majority vote in negative needed to reverse ruling of chair.
- ⑥ A 2/3 vote in negative needed to prevent consideration.
- ⑦ Only if the main question or motion was not, in fact,
- ⑧ Only if motion to be reconsidered is debatable.

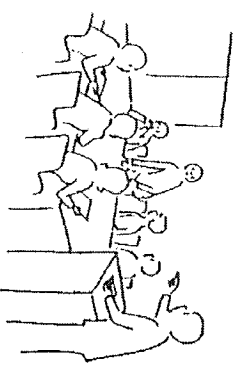
How do I present my motion?

Here's what to do when it's your turn to speak...



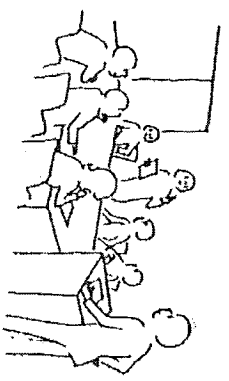
1 OBTAIN THE FLOOR

- Wait until the last speaker is finished.
- Rise and address the chair. Say, "Mr. (or Madam) Chairperson" or "Mr. (or Madam) President."
- Give your name. The chair will recognize you by repeating it.



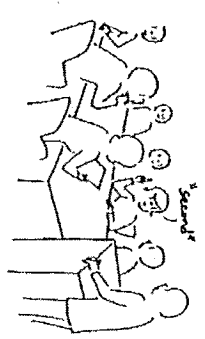
2 MAKE YOUR MOTION

- Speak clearly and concisely.
- State your motion affirmatively. Say, "I move that we..." instead of "I move that we do not..."
- Avoid personalities and stay on the subject.



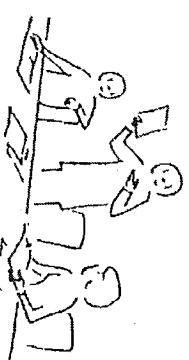
3 WAIT FOR A SECOND

- Another member will say, "I second the motion."
- Or the chair will call for a second.
- If there is no second, your motion will not be considered.



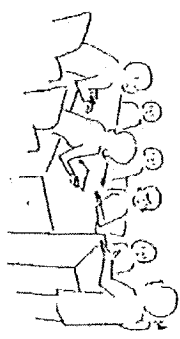
4 EXPAND ON YOUR MOTION

- Mover is allowed to speak first.
- Direct all comments to the chairman.
- Keep to the time limit for speaking.
- You may speak again after all other speakers are finished.
- You may speak a third time by a motion to suspend the rules with a 2/3 vote.



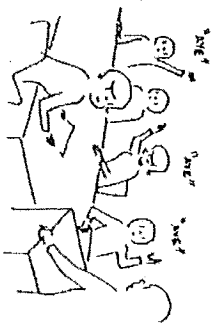
5 CHAIR STATES YOUR MOTION

The chairperson must say, "It is moved and seconded that we..." After this happens, debate or voting can occur. Your motion is now "assembly property" and you can't change it without consent of the members.

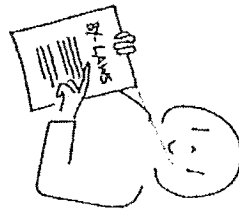


6 PUTTING THE QUESTION

- The chairperson asks, "Are you ready for the question?"
- If there is no more discussion, a vote is taken.
- Or motion for previous question may be adopted.



The method of VOTE ON A MOTION depends on the situation and on the laws of your organization.



BY VOICE

The chairperson asks those in favor to say "aye" and those opposed to say "no." (For majority votes only.) Member may move for exact count.



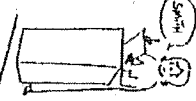
BY SHOW OF HANDS

Members raise their hands as sight verification of or alternative to a voice vote. It does not require a count. Member may move for exact count.



BY ROLL CALL

If a record of each person's vote is needed, each member answers "yes," "no" or "present" (indicating the choice not to vote) as his or her name is called.



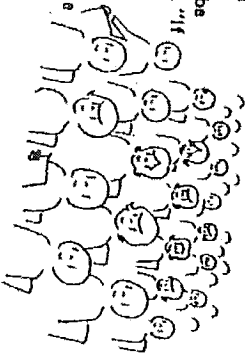
BY BALLOT

Members write their vote on a slip of paper. Done when secrecy is desired.



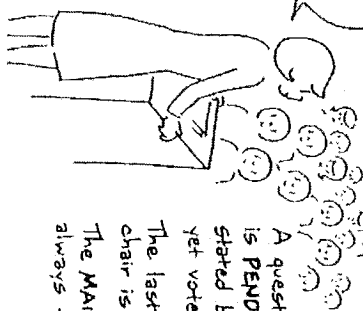
BY GENERAL CONSENT

When a motion isn't likely to be opposed, the chairperson says, "If there is no objection..." Members show agreement by their silence. If someone says, "I object," the matter must be put to a vote.



...more about VOTING

...are we ready for the question?



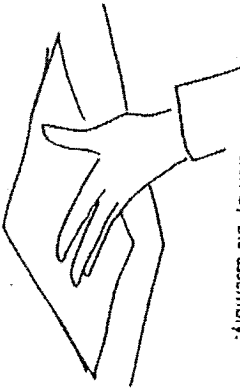
A question (motion) is **PENDING** when it has been stated by the chair but not yet voted on.

The last motion stated by the chair is the first pending. The **MAIN MOTION** is always the last voted on.

A motion to TABLE

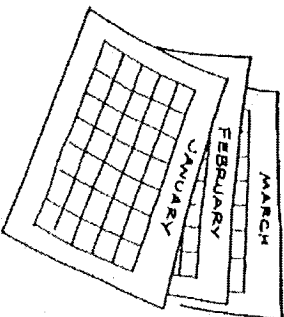
(lay on the table)

This motion is used to lay something aside temporarily to take care of a more urgent matter. There is always the option to "take from the table" any motion for reconsideration by the assembly.



A motion to POSTPONE INDEFINITELY

This is parliamentary strategy -- allows members to dispose of a motion without making a decision for or against. It is useful in case of badly chosen main motion for which either "yes" or "no" vote would have undesirable consequences.



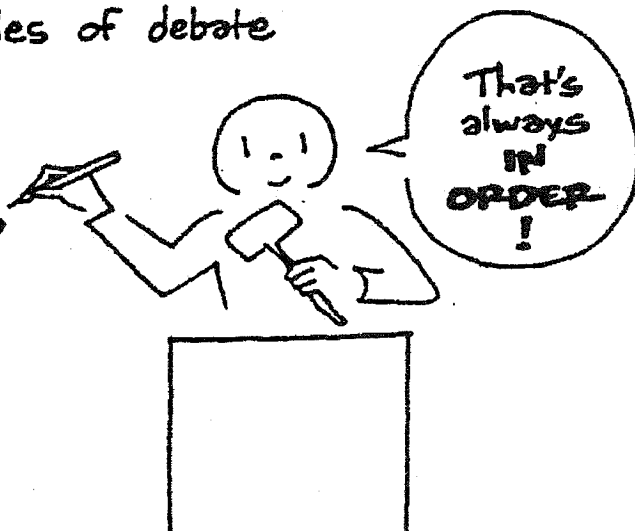
SO WHAT?

PARLIAMENTARY PROCEDURE
is the **BEST WAY** to
GET THINGS DONE
at meetings

BUT-- it only works if **YOU**
use it right !

- ✓ **MAKE MOTIONS** that are in order
- ✓ **OBTAIN THE FLOOR** properly
- ✓ **SPEAK** clearly and concisely
- ✓ **OBEY** the rules of debate

.. and most of all,
BE COURTEOUS



3.5 Marine Corps League Uniform Information

How to Procure Uniforms

U. S. Marine Corps uniforms may be obtained by calling the following numbers or by writing to the following address:

UNIFORM SUPPORT CENTER
MAIL ORDER PROGRAM
1545 CROSSWAYS BLVD, SUITE 200
CHESAPEAKE, VA 23320

The phone numbers are 1-800-368-4088 (outside Virginia) or fax to 1-800-NAVY. Visa, Master Card and Discover cards are accepted. All orders are shipped within 24 hours and are received within 7 to 10 working days. Sale of Marine Corps uniform items will be restricted to authorized personnel in accordance with current Marine Corps regulations. **They will only sell Marine Corps League members those items that are authorized in our MCL uniform code. (National Bylaws, Enclosure Three).**

If you are in need of custom-made uniforms, you **MUST** fill out a DD Form 358 (male), or a DD Form 1111 (female). These forms **MUST** then be taken to the nearest uniform shop at a military installation or mailed to the Uniform Support Center at the above listed address.

Red Blazer: The Hardwick blazer for men and women can be purchased directly from Hardwick Clothing in Tennessee. Their number is 423-476-6534. Please ask for Fran. They accept checks and credit card orders.

Shirts: The white aviator shirt for both men and women may be ordered through Executive Apparel of NY. You can place an order by calling them toll-free at 1-800-322-1442 or logging on to their website at www.pilot-shirts.org. Short-sleeved shirts for men are ordered by neck size. Long sleeve shirts are available only in half sizes, while the shirt-sleeved shirts are available in both full and ½ sizes. There is also a Tall men's shirt in short sleeves. For women, shirts are available in sizes 4 to 26. The shirts are priced at \$16.50 for Short-Sleeves and \$17.50 for the Long-Sleeves. If the shirts are ordered in groups of 6 or more then the Shipping is free. Forms of payment accepted and preferred are PayPal, Visa, MasterCard, Discover and American Express. They do also accept checks. Mail your payment to them directly at:

Executive Apparel of NY
42 CR 406

Greenville, NY 12083

Please make the check payable to Executive Apparel of NY

Please include \$6 for S/H for up to 12 shirts. The following states require that you must pay their sales tax: Alabama, Arkansas, California, Georgia, Illinois, Indiana, New York, North Carolina, Pennsylvania, Tennessee, Virginia and Washington.

Marine Corps League Accessories

Items such as covers (hats), insignias, patches, khaki web belts & buckle, black belts & buckle, MCL blazer buttons, black ties and tie bar, MCL collar emblems and other accessories may be ordered through the Marine Corps League National HQ ships store, using the mail order form found in your MCL magazine, or by calling (800) 625-1775, or online at www.mcleague.com. There are S/H charges.

Military Order Devil Dogs (MODD) Accessories

MODD accessories may be ordered through the Honorable Kennel Quartermaster, using the MODD order form found in your WOOF-A-GRAM, or through your Pack or Pound Dog Robber. S/H rates are \$2.00 up to a \$20 order; for orders \$20 to \$250 add 10%, orders over \$250 add 5%.

Note: Refer to the Marine Corps League National Bylaws, Enclosure Three, Uniform Code, for more details about uniforms. Enclosure Three has seven pages of information related to MCL uniforms, mounting of medals, ribbons, patches, covers (hat), and crests. It lists both male and female uniform information, identifying the Undress, Casual, and Formal uniform descriptions. In addition, it also lists information related to the Associate Members uniform. Generally, new members just starting are requested to purchase the red cover (hat), with Detachment name and location (county or state), to proudly identify their membership in the League.

How To Properly Wear The MCL Cover

Note: The ONLY approved headwear is the standard Marine Corps League cover. "Smokey the Bear," USMC service covers, berets, etc., are NOT AUTHORIZED. All members of the Marine Corps League are authorized the Red cover. Department Officers are authorized to wear a Red cover with a Gold Crown. Members elected to National office, or appointed to National Staff/Committee are authorized to wear Gold Covers. The National Commandant will wear a White cover.

Left Side

On the left side of the cover, one of two identifying insignia shall be worn. All regular members of the MCL shall wear the Marine Corps Eagle, Globe and Anchor, in either highly shined natural brass or Hamilton gold plated anodized brass. Associate Members of the League shall wear the sunburst.

Right Side

A. Detachment/Department Identification - The Detachment or Department name (for Department Officers) shall be on the lower band of the cover centered on the cover.

B. Title Identification - The cap strip or embroidery which denotes your title or office in the League shall be worn ABOVE the Detachment/Department identification. It too shall be centered on the cover. In the case of National Officers, elected or appointed, their office identification is worn as explained in paragraph A above.

C. Life Member - If space allows it and you are a Life Member of the League, the Life Member strip or embroidery will be placed centered on the cover atop the titled identification info mentioned in paragraphs A and B. If space is not available above the strips, a small strip or embroidered LIFE may be worn on the top edge of the side and to the rear of the cover.

D. Military Order Of The Devil Dogs - If you are a member of the MODD, you will wear the round MODD patch according to stipulations set forth by the Kennel Bylaws.

E. SPECIAL RULES

1. If you were an elected or appointed Officer at the Department or National level and you no longer hold that position, you must revert back to the cover of your present status.

2. The following FORMER OFFICERS shall be accorded the right to wear the cover of their previous office, with the time of tenure: Past Chief Devil Dog, Past National Executive Director, and Past National Director of the Young Marines.

3. If you held the office of Commandant at any level, you are authorized to wear your cover with either a cap strip or embroidery, which says "Past Commandant" and the

time of tenure, no matter what other elected or appointed offices you may now hold or will hold, except for Past National Commandant, who have a special cover.

4. No pins, medals, or any devices shall be worn on the Marine Corps League Cover under any circumstances.

3.6 Marine for Life (M4L)

Once A Marine, Always A Marine:

This is part of the Marine Corps ethos inextricably linked to our official motto of SEMPER FIDELIS. It takes on special significance for our Marines leaving active service and captures their continued fidelity to the Corps and country. The Commandant of the Marine Corps acknowledges that each year more than 27,000 high quality Marines honorably transition to civilian careers, with recognition that every one of them is and remains a "Marine for Life." Unfortunately, however, too many Marines lose official contact and their personal bonds with the Marine Corps when they leave active service. At the Commandant's direction, the Marine Corps has developed the Marine For Life program to improve assistance to Marines leaving active service, sponsor them upon their return to civilian life, keep them in the Marine Corps family, and reemphasize the value of honorable service.

Transitioning Marines honorably re-entering civilian life, whether after 4 years or 30 years, remain an important part of our Marine Corps family. They offer valuable skills to employers and return as better citizens, yet they find themselves in a vulnerable position, as do their families. They face significant issues such as employment, housing, schools for children, adult education for themselves and more mundane issues such as registering a vehicle and obtaining a driver's license in their new hometowns. The Marine Corps had no mechanism or means to sponsor (assist in the assimilation of) Marines returning to civilian life. While the existing, Transition Assistance Management Program (TAMP) provides invaluable assistance and tools to these Marines in preparation for the transition from active service, there remains a marked deficiency in our Marines' ability to connect with and take advantage of the existing but generally isolated networks of Marine-friendly resources throughout America. This is true even though there are hundreds of thousands of Reserve, retired, and other veteran Marines, and there are hundreds of Marine and service affiliated organizations such as the Marine Corps League. These resources are neither collected nor connected and they cannot be effectively provided to our Transitioning Marines. With the Marine Corps League assistance, the Marine for Life program will fill this void.

The Power of Human Networking:

As the business world knows, human networks form the backbone of society and provide a powerful means of getting done. Networks begin with family and close friends and extend to connections made through even less formal, casual ties. The average American has 1,500 personal contacts, most of which are less formal ties. These network connections are valuable social resources and represent "social capital." Indeed, as established by a recent review of sociological, business, and employment research and literature, *The Value of Human Networks* by Gunnar Wieboldt, Captain, USMCR, the less formal connections "are indispensable to individuals' opportunities and their integration into communities." It is not surprising that individuals making life changes will be more successful if they join and develop support networks. The most

obvious value of networking for the individual is employment; however, the assistance and information available through networking is applicable to all but the most personal decisions we make. The Marine For Life program will assemble and nurture these Marine-family networks and make them available to all Marines.

Marine Mentors:

The Marine for Life program is a web-based, globally accessible, nationwide assistance network of local Marine-friendly information for Marine Corps "alumni." Marines serving as Hometown Links in the major geographic areas of the current 83 sites in 44 States build and nurture the local network resources, provide face-to-face networking information and assistance, and are the primary local level networking resource for Transitioning Marines. Employers can log onto the website and request access to post job openings and browse resumes of Marines who are transitioning. Since October 2004, veteran Marines are able to register as "Marine Mentors" through the site. A mentor is an individual who is willing to help a fellow Marine with issues such as career advice, information about the local economy, and other areas of expertise. Through the database and with the personal assistance of Hometown Links, Transitioning Marines will be able to see, find, and connect with employers and members of Marine Corps League Detachments.

Your Participation:

As a Mentor, you will become a member of Marine for Life, working with your local Hometown Link, to sponsor and assist Marines returning to civilian life. Through participation, you will be networked not only with Transitioning Marines, but also with the "Marine Corps Alumni" in your area. You will be helping Marines, helping the Marine Corps, and helping the Marine Corps League.

Status:

Between February and June 2004, more than 10,000 Marines registered on the website. Over 4,000 employers have registered, posting approximately 1500 jobs on the website. For more information, visit the website – www.m4l.usmc.mil

3.7 Marine Corps League Organizational Chart



PART IV - ENCLOSURES

Enclosure 1 – Request for Charter

Enclosure 2 – Dues Transmittal

Enclosure 3 – Request for Transfer

Enclosure 4 – Report of Officers' Installation

Enclosure 5 – Report of Death Notice

Enclosure 6 – Membership Application

Request for Charter



APPLICATION FOR CHARTER

MARINE CORPS LEAGUE
POST OFFICE BOX 3070
MERRIFIELD, VIRGINIA 22116-3070



"INCORPORATED BY AN ACT OF CONGRESS, AUGUST 1937"

To: National Commandant
Via: (1) Department Paymaster or Adjutant/Paymaster
(2) Department Commandant
(3) Division Vice Commandant

Dear Commandant;

The undersigned hereby attest that they each qualify to be Regular members of the Marine Corps League as set forth in Article Six, Section 600 (a) of the National Bylaws and respectively apply to the National Staff of the Marine Corps League for the issuance of a CHARTER for the formation of a Detachment of the Marine Corps League to be located at SWANSBORO, N.C. in the State of NORTH CAROLINA and to be known as the CAROLINA PANTHERS Detachment of the Marine Corps League.

If granted this Charter, the undersigned agree, upon the issuance of same, to immediately proceed with the formation of a Detachment of the Marine Corps League and further agree to support and uphold the provisions, and principles of the National Bylaws of the League and such changes and amendments as are passed and ratified at future National Conventions of the organization, in accordance with the provisions of said Bylaws. We further agree to abide by the provisions of the Department Bylaws of the Marine Corps League in such States where a Department exists, and further agree to **incorporate** under the laws of our State.

We understand and agree, that in the event our Detachment becomes inactive, has its Charter revoked for cause by the National Staff or voluntarily surrenders its Charter, that all properties, money and records of our Detachment shall be subject to the provisions of Article Five, Section 555 and Section 560 of the National Bylaws. We further agree that our books and records may at any time, be inspected and audited by qualified Officers of the Department or National organization.

Print Name	Signature	Street Address (or PO Box #)	City, State
Adam T. ATKINS	Adam T. Atkins	123 OAK STREET	Jacksonville, NC
John W. BROWN	John W. Brown	678 Cherry Lane	Hubert, NC
Robert C. CHARLES	Robert C. Charles	456 Ash Circle	Swansboro, NC
HENRY A. DAVIS	Henry A. Davis	897 Plum Drive	Richlands, NC
GLENN G. EVANS	Glenn G. Evans	322 Orange Court	Stella, N.C.
FRANK B. FOX	Frank B. Fox	650 Ashton Road	Jacksonville, NC
DAVID D. GEORGE	David D. George	396 Colony Plaza	Hubert, NC

Print Name	Signature	Street Address (or PO Box #)	City, State
LEON C. HOWARD	<i>Leon C. Howard</i>	⁵⁶⁷ Swansboro Street	Swansboro, N.C.
HARRY H. JAMES	<i>Harry H. James</i>	986 Route #4 Box 345	Richlands, N.C.
THOMAS E. KING	<i>Thomas E. King</i>	455 Old Country Road	Stella, N.C.
WILLIAM F. LONG	<i>William F. Long</i>	130 Hiway #17 So.	Jacksonville, N.C.
ROBERT R. MAYBEE	<i>Robert R. Maybee</i>	325 Cherry Lane	Hubert, N.C.
JOHN H. NICHOLS	<i>John H. Nichols</i>	547 Oak Circle	Swansboro, N.C.
DAVID I. OWENS	<i>David I. Owens</i>	219 Plum Drive	Richlands, N.C.
PETER T. PALMER	<i>Peter T. Palmer</i>	865 Orange Court	Stella, N.C.
WILLIAM K. ROSE	<i>William K. Rose</i>	1357 Oak Street	Jacksonville, N.C.
ALAN A. STONE	<i>Alan A. Stone</i>	6543 Colony Plaza	Hubert, N.C.
TOMMY B. THOMAS	<i>Thomas B. Thomas</i>	298 Heritage Lane	Swansboro, N.C.
JOHN A. VICARY	<i>John A. Vicary</i>	410 Ashton Ave.	Richlands, N.C.
JAMES M. WHITE	<i>James M. White</i>	391 Independence Drive	Stella, N.C.
ROBERT N. YOUNG	<i>Robert N. Young</i>	4567 Western Blvd.	Jacksonville, NC
BERNARD R. ZAWATASKI	<i>B.R. Zawatacki</i>	892 Cherry Lane	Hubert, NC

I, Adam T. Atkins, acting for my fellow qualified applicants, have examined the eligibility of each and have found them in order. I have been present and heard them read aloud, before all of the above, this application for Charter in the Marine Corps League.

Adam T. Atkins
Signature of Organizing Officer

Approved:
Department Adjutant/Paymaster
John P. Butler
Department Commandant
Chas. Fuller
Division Vice Commandant
William A. White

National Adjutant/Paymaster

National Commandant

Date Charter Issued

Dues Transmittal

MARINE CORPS LEAGUE MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM

FROM: Adjutant/Paymaster of _____
TO: National Adjutant/Paymaster, PO BOX 3070 MERRIFIELD VA 22116
VIA: Department Paymaster

Detachment # _____

Date _____

PLEASE READ CAREFULLY

- PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.
- Enclose separate dues payment checks; one (1) payable to National HQ, MCL, Inc. and one (1) payable to your Department.
- Include Date of Birth for all NEW applicants (mandatory for PLMs).
- Utilize two entries (Old and New) to change a member's address or to correct or change a member's name (COA Code).
- STAPLE ORIGINAL SIGNED APPLICATION FORMS TO TOP COPY (applications cannot be accepted without attached application forms).
- Detach and retain bottom copy - Forward balance to Department
Department - retain bottom copy and forward balance to National HQ

Transmittal # _____
(Start new sequence on
July 1 each fiscal year).

MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH

National dues only

Code

R ___ Renewal @ 18= \$ _____
N ___ New Member @ 23= _____
RAM ___ Renewal Associate @ 18= _____
NAM ___ New Associate @ 23= _____
RDM ___ Renewal Dual @ 18= _____
NDM ___ New Dual @ 23= _____

Life Member by age:

L ___ 35 and under @ 500 _____
L ___ 36 to 50 @ 400 _____
L ___ 51 to 60 @ 300 _____
L ___ 61 and over @ 150 _____
Total National Dues \$ _____

Check # _____

Department Dues

Check # _____
Total \$ _____
Received at Department
Date: _____

Received at National HQ
(Date/Time Stamp)

SIGNED DETACHMENT ADJUTANT / PAYMASTER

PRINTED NAME

ADDRESS

CITY ST ZIP + 4

NATIONAL HEADQUARTERS ONLY

PINS _____ INV _____

Shaded areas are for National HQ use only.

Revised December 2012

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REQUEST FOR TRANSFER



MARINE CORPS LEAGUE REQUEST FOR TRANSFER

1. Printed Name _____ Member # _____ PLM # _____

Street _____ Apt # _____

City _____ State _____ Zip +4 _____

SSN _____ Tele# (____) _____ Date of Birth ____/____/____

Date of Enlistment/Commissioning ____/____/____ Date of Discharge/Separation/Retirement ____/____/____

I hereby request that my membership as a ____ Regular Member ____ M-A-L ____ Dual Member ____ Associate Member,
in the _____ Detachment # _____ be transferred to the _____

Detachment # _____ Department of _____ as a ____ Regular Member ____ Dual
Member ____ Associate Member or to ____ M-A-L status.

Signature

Date

2. **TO BE COMPLETED BY THE LOSING DETACHMENT (Det. No. _____)**

The above member is in good standing _____; delinquent _____. Membership expiration date is
____/____/____

Member (is/is not) indebted to this Detachment. (If indebted, please explain on reverse side). The transfer of this
member is approved _____ disapproved _____.

Signature of Commandant

Date

3. **TO BE COMPLETED BY THE GAINING DETACHMENT (Det. No. _____)**

I have reviewed the foregoing information and hereby approve ____; disapprove ____ of the transfer of this member.

Signature of Commandant

Date

4. **FOR DUAL MEMBERS ONLY**

____ I certify that I am a Dual Member and I hereby request that my voting rights for Department and National
Conventions be transferred to _____ Detachment # _____ Department of _____

Signature of Dual Member

Date

Member requesting transfer:

INSTRUCTIONS (Type or print legibly)

Complete all information in #1 and #4 (if applicable) above. Sign and date
the application in space provided. Forward the form to your current
Detachment Commandant for approval.

Losing Detachment Commandant:

Complete the appropriate information in #2. Sign and date the form in the
space provided. Retain one copy for Detachment records and forward the
original and two copies to the gaining Detachment Commandant. Send one
copy to your Department Paymaster for information purposes.

Gaining Detachment Commandant:

Complete #3 as appropriate. Sign and date the form in the space provided.
Retain one copy. Forward the original and remaining copy to the Department
Paymaster, along with Dues Transmittal Form listing the transferring member.
Retain bottom copy and forward the original to National Headquarters along
with Dues Transmittal Form listing the transferring member.

Department Adjutant/Paymaster:

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Report of Officers' Installation

Marine Corps League REPORT OF OFFICER INSTALLATION



FROM:	DETACHMENT NAME	DETACHMENT #	DEPARTMENT OF

TO: NATIONAL ADJUTANT PAYMASTER

VIA: DEPARTMENT ADJUTANT

DET FEDERAL EIN:

DET INCORPORATION ID #

DATE

DEPT FEDERAL EIN:

DEPT INCORPORATION ID #

DATE

FOR DEPT INSTALL ONLY:

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 EMAIL ADDRESS	ADDRESS *See note above	CITY, STATE ZIP +4
COMMANDANT		()		
SENIOR VICE COMMANDANT		()		
JUNIOR VICE COMMANDANT		()		
JUDGE ADVOCATE		()		
JUNIOR PAST COMMANDANT		()		
ADJUTANT PAYMASTER		()		
ADJUTANT		()		
PAYMASTER		()		
CHAPLAIN		()		
SERGEANT- AT ARMS		()		
WEB 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

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Report of Death Notice

— NOTICE OF DEATH — MARINE CORPS LEAGUE



_____ of the _____
(Leaguer's Name)
Detachment, Marine Corps League did answer his/her final Earthly Roll Call on
_____. The deceased is survived by _____
(Date) (Relation's Name)
_____ who resides at: _____
(Relationship)
Street _____
City _____ State _____ Zip _____
Membership No. _____ PLM No. _____ Detachment No. _____
Comments:

Submitted By: _____
Date: _____
Title: _____
Street: _____
City: _____ State _____ Zip _____

(1) A sympathy card will be sent if this notice is received within sixty (60) days from the date of death, unless otherwise requested.

(2) A replacement form will be sent to the individual submitting this form.

Detach and retain bottom copy. Forward balance to Department Chaplain.
Department Chaplain retain bottom copy and forward balance to National Headquarters. National Headquarters will forward form to National Chaplain.

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Membership Application

MARINE CORPS LEAGUE

Incorporated by Act of Congress
August 4, 1937

Temporary Membership Card and Receipt
This will certify that

is a member in good standing of the

This card is good for a period of sixty days from

Sponsor's Signature Amount



APPLICATION FOR MEMBERSHIP - MARINE CORPS LEAGUE

Full Name _____ Phone (____) _____
Street Address _____ City _____ State _____ Zip _____
Date of Birth ____/____/____ E-Mail Address _____
Date of Enlistment/Commissioning _____ Date of Discharge/Retirement/Separation _____ Service or S.S. No. _____

Type of Application—New () Renewal () Membership Type— Regular () Associate () Dual ()
Have you ever been convicted of a felony? YES ☐ NO ☐ If yes is checked, I agree to waive my rights under the Privacy Act and disclose the nature of the felony conviction for consideration of membership in the Marine Corps League.

() I hereby apply for membership in the _____ Detachment, Marine Corps League and enclose \$ _____ for one year's membership.*

-OR-

() I hereby apply for membership in the Marine Corps League as a Member-at-Large (MAL), and enclose \$30 for one year's membership.*

*Includes free subscription to "Semper Par", The Magazine of the Marine Corps League

I hereby certify that I am currently serving or have served honorably in the U.S. Marine Corps, on active duty, for not less than ninety (90) days* and earned the Eagle, Globe and Anchor, or have served or am currently serving in the U.S. Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points or that I have served or am currently serving as a U.S. Navy Corpsman who has trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device or Warfare Device worn on the Service Ribbon authorized for FMF Corpsmen. If discharged, I am in receipt of a DD Form 214 or Certificate of Discharge indicating "Honorable Service". ("Honorable Service" will be defined by the last Form 214 or Certificate of Discharge that the applicant received.) General discharge under Honorable Conditions is acceptable. By signature on this application, I hereby agree to provide proof of honorable service/discharge upon request. I hereby authorize the National Executive Director, Marine Corps League to obtain an un-redacted copy of my latest DD Form 214 from the Marine Corps custodian of Official Military Personnel Files (OMPF), and/or verification of honorable service if deemed necessary to verify my eligibility for regular membership in the Marine Corps League. I understand the DD Form 214 may contain information such as military awards, training, and character of service.
(*Korean War Era Marines See National Bylaws, Article 6, Section 600)

(Sponsor where applicable)

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Applicant's Signature

(See reverse side)

Upon completion, turn into your Detachment sponsor with required payment. Applicants for MAL Membership, remit this form with check or money order in the amount of \$30 to: Marine Corps League, National Headquarters, P.O. Box 3070, Merrifield, VA 22116-3070.

OATH OF MEMBERSHIP - REGULAR MEMBERS

I, _____, in the presence of Almighty God, and the members of the Marine Corps League here assembled, being fully aware of the symbols, motto, principles and purposes of the Marine Corps League, do solemnly swear or affirm that I will uphold and defend the Constitution and Laws of the United States of America and of the Marine Corps League. I will never knowingly wrong, deceive or defraud the League as to the value of anything. I will never knowingly wrong or injure or permit any member or any member's family to be wronged or injured if to prevent the same is within my power. I will never propose for membership, one known to me to be unqualified or unworthy to become a member of the League. I further promise to govern my conduct in the League's affairs and in my personal life in a manner becoming a decent honorable person and will never knowingly bring discredit to the League, so help me God.

Signature _____

OATH OF MEMBERSHIP - ASSOCIATE MEMBERS

I, _____, in the presence of Almighty God, and the members of the Marine Corps League here assembled, being fully aware that as an Associate Member, I will not be permitted to hold an elective office or to vote on Marine Corps League policy, a membership application, or an election of officers, do solemnly swear or affirm that I will uphold and defend the Constitution and Laws of the United States of America and of the Marine Corps League. I will never knowingly wrong, deceive or defraud the League as to the value of anything. I will never knowingly wrong or injure or permit any member or any member's family to be wronged or injured if to prevent the same is within my power. I will never propose for membership, one known to me to be unqualified or unworthy to become a member of the League. I further promise to govern my conduct in the League's affairs and in my personal life in a manner becoming a decent honorable person and will never knowingly bring discredit to the League, so help me God.

Signature _____

SECTION 3

UNIFORM GUIDEBOOK



2022

This Uniform Guidebook was created by:
Department of New Jersey Leadership School

We would like to offer a special acknowledgment to the Dept. of Maryland & the Dept. of Florida who created a similar presentation that was the inspiration for this version.

Information contained within was obtained from multiple sources including the National Bylaws & Administrative Procedures, Enclosure 3 (Aug 2018)

UNDRESS UNIFORM

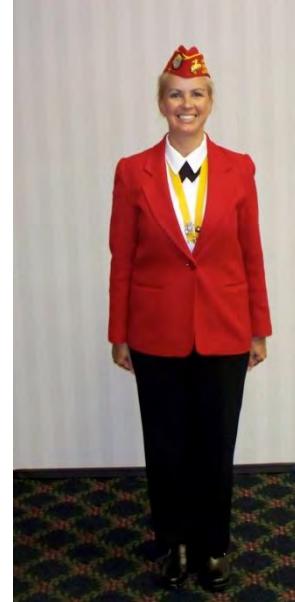
Short and Long Sleeve Shirts



With this uniform you may wear either blue trousers with the NCO red stripe or the optional black trousers. Other parts of the uniform are:

- Standard Cover
- Marine of the Year Medallion, Chapel of Four Chaplains Medallion or Devil Dog collar (optional)
- Name Tag (optional)
- White Short Sleeve shirt, with military creases (to be Airline pilot style with two (2) pockets with button down flaps and shoulder epaulets)
- MCL sunburst insignias on collar, centered ½ “ inside the collar tip, with wings on the emblem parallel to the deck
- Shoulder patches as authorized (USA Flag or MODD)
- MCL ribbons or DoD authorized ribbons, wings, badges (MCL and DoD cannot be mixed)
No medals can be worn on this uniform
- If the long sleeve shirt is worn, a black tie, with the USMC or MCL gold tie bar shall be part of the uniform (No open collar).
- Trousers, blue dress (with NCO red stripe) with belt, MC khaki web, with web belt brass buckle
- Shoes, black, plain toe (Military style, highly glossed)
- Socks, black
- **OPTIONAL:** Black Dress trousers with black leather belt and gold buckle with EGA or MCL emblem.
- Additional Female Undress Uniform Options:
Please see Enclosure 3 of the National Bylaws & Administrative Procedures.

CAUSAL UNIFORM MALE / FEMALE



- Standard cover
- Marine of the Year Medallion or Devil Dog collar, if authorized.
- White shirt (No button down collars and no sunburst insignias).
- Black tie, with MC or MCL gold tie bar
- Blazer, red, with two (2) MCL buttons on front and three (3) MCL buttons on each sleeve cuff
- MCL Crest or MCL authorized plastic pocket name badge
- Lapel pins (Max of two) Optional
- Trousers, black, dress
- Black belt leather, with MC emblem on square gold buckle or Gold MC Ratchet Belt
- Shoes, black, plain toe (Military style, highly glossed)
- Socks, black
- Optional: A black leather dress belt may be worn as a substitute to the black leather belt with MC emblem on square gold buckle. (The black leather belt with a ratcheting gold MC emblem buckle is an approved optional dress belt).
- One, two or three large (Standard) MCL Medals or DoD Medals may be worn centered over the left breast pocket of the MCL red blazer uniform.
- Sunburst insignias are not worn on the shirt collar and the MC dress blue trousers are not worn with the casual uniform.

Additional Female Undress Uniform Options:

- Tie, black, cross over (USMC style)
- Skirt, black, straight (length should be 1-2" below knees)
- Shoes, plain closed toe, pumps (worn with skirt only)
- Hose, nylon, black (worn with pumps only)
- Earrings, (optional) Small white pearl type OR gold ball, not to exceed 9mm. When worn, earrings will fit tight against the ear and will not extend below the ear lobe.

FORMAL UNIFORM



RED BLAZER FORMAL



**EVENING DRESS JACKET
BLUE DRESS TROUSERS
WITH RED NCO STRIPE**



**EVENING DRESS JACKET
TROUSERS BLACK TUX OR
TROUSERS BLACK WITH
BLACK DRESS BELT**

- Standard cover (recommended not worn at indoor formal events or ceremonies)
- Marine of the Year Medallion, Chapel of Four Chaplains Medallion or Devil Dog collar(optional)
- Military bow tie, black
- White shirt, formal (Standard collar) pleaded front (No ruffles)
- Gold cuff links and gold studs
- Cummerbund, gold or gold vest front (Only approved design)
- Trousers, SNCO evening dress, with NCO Red stripe OR Trousers, black tux or trousers, black, with black dress belt.
- MCL Red Evening Dress jacket, with MCL buttons, gold waist chain, and sunburst insignias at locating holes in jacket collar.
- Lapel pins, (optional)
- Shoes, black plain toe (Military style, highly glossed)
- Socks, black
- Miniature medals, wings, badges
- **OPTIONAL:** The Red Blazer may be worn as an option to the Red Evening Dress Jacket with formal dress uniform.
- If the Red Blazer option is chosen, the following applies:
 - The blue dress trousers, with red NCO stripe cannot be worn
 - The MCL crest is optional if miniature medals are worn
 - Medals may be worn per paragraph (s) I, II & III of enclosure three (3) uniform code.
- Additional Female Formal Uniform Options:
Please see Enclosure 3 of the National Bylaws & Administrative Procedures.

UNIFORMS OF THE MARINE CORPS LEAGUE

Uniform Items



White Shirt



Field Scarf



Web Belt with Buckle
Khaki / USMC



Shoulder Patch



Military Bow Tie



Cummerbund



Gold Vest Front



Belt Buckle



Pin



Blazer Crest



Cuff Links



Blazer Buttons



Collar Ornaments

MARINE OF THE YEAR MEDALLIONS



Detachment



Department



Division

The National MOY Ribbon is White with Yellow Border

Distinguished Citizen Medal



Gold



Silver



Bronze

Distinguished Service Medal



Nat. Staff Elected



Nat. Staff Appointed



Dept Commandant



Dept Staff Elected



Dept Staff Appointed



Detachment Cmdt



Det Staff Elected



Det Staff Appointed



National Recruiting - Gold



National Recruiting - Silver



National Recruiting - Bronze



Dept Recruiting - Silver



Det Recruiting - Bronze



Membership Medal



MILITARY ORDER OF THE DEVIL DOGS (MODD)

UNIFORM ITEMS



Cover Patch

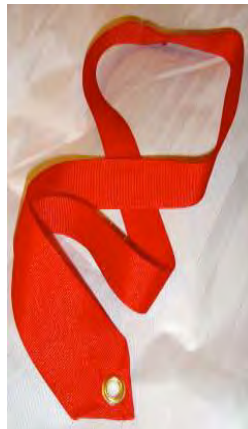


Shirt Patch

DOG COLLARS



Pup



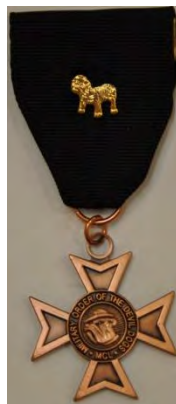
Devil Dog



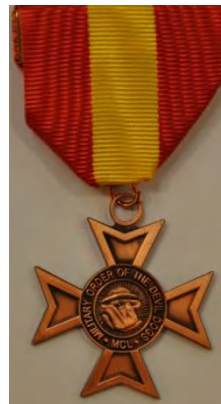
Pedigree Devil Dog



Pack Dog of the Year



Pound Dog of the Year



Past Pack Leader



Past Pound Keeper

COVERS



Regular Member



Regular Member – FEMALE



Cover Strips



Associate Member

Sunburst insignia instead of EGA



Cover Types

- **RED**: All members of the Marine Corps League. This is the Detachment Cover.
- **Red with Gold Crown**: Department Officers, elected or appointed
- **Gold**: National Officers, elected or appointed
- **White**: National Commandant
- **Gold with White Crown**: Past National Commandant's
- **Gold with Black Crown**: Past Chief Devil Dogs (of the MODD)

NOTE:

ONLY the following members are authorized to wear their respective cover after their tour of duty is completed, with the years displayed for holding that office:

Past National Division Vice Commandants

Past National Executive Directors

Past National Directors of the Young Marines

Past Department Commandants

Past Pack Leaders (of the MODD)

Past Chief Devil Dogs (of the MODD)

Past Detachment Commandants

All other members will revert back to the appropriate cover for their current elected or appointed office, removing their prior officer identification strips.



Shown with MODD patch ↑↑



Detachment Cover

↑↑ Standard Cover worn by ALL members of the MCL ↑↑



Shown with MODD patch ↑↑



Department Officer Cover

or MODD Pack Officer Cover



Shown with MODD patch ↑↑



National Officer Cover

or MODD Kennel Officer Cover

It is recommended that each local Detachment establish what the wording on their covers will be. For example, the Harford County Detachment 1198 voted at a regular meeting to approve the wording on their covers. If you cannot locate a local embroidery shop, **you should order Covers directly from the MCL “Semper Fi Store” ALREADY EMBROIDERED.**

Current OFFICE, LIFE or LIFE MEMBER can be worn on the Cover. You can use “Cap Strips” that are available from the MCL National “Semper Fi Store” or have it embroidered.

The Covers above were embroidered by MCL National HQ “Semper Fi Store”.

Why should your Cover have your Detachment Name embroidered on it?

1. Out in the community...Allows the public and prospective MCL Recruits to know who you are and where you are located. They may not have realized you're located in their local community.
2. At a MCL Meeting other than your own Detachment...Allows other MCL members to identify where you're from when you attend a MCL Convention or joint event with other MCL Detachment's.
3. A great way to honor your namesake, if your Detachment is named for a deceased Marine.



MARINE CORPS LEAGUE

Department of New Jersey

INCORPORATED BY ACT OF CONGRESS

WHERE TO GET UNIFORMS

RED BLAZER

1. MCL National Headquarters "Semper Fi Store"

8626 Lee Highway, Fairfax, VA 22031

Phone: 800-625-1775

WWW.mclnational.org



2. The Marine Shop – Quantico

300 Potomac Avenue, Quantico, VA 22134

Phone: 703-640-7195

www.MarineShop.net

On the website, look under "Uniform Accessories".

They have a section for the Marine Corps League.



3. Action Uniform Co.

3164 Fire Road, Egg Harbor Twp, NJ 08234

Phone: 800-584-8092

www.actionuniformco.com

4. Action Uniform Co.

120 East Kings highway, Maple Shade, NJ 08052

Phone: 800-823-6906

Find on Facebook

RED MESS JACKET

The Marine Shop – Quantico

- They also have special Dress Blue Trousers (no pockets).

Formal MCL Uniform Accessories are available from the "Semper Fi Store"

WHITE AVATION SHIRT

Semper Fi Store, Action Uniform Co. OR...local Police/Fire Uniform store (depends on whether you want to iron in the creases each time you wear your shirt or buy a shirt with the creases stitched in)

BLACK MILITARY SHOES (aka Corframs)

The Marine Shop, Action Uniform Co. OR...a military base exchange store
OR...Police/Fire Uniform store

MARINE CORPS LEAGUE ACCESSORIES

1. **Semper Fi Store** - Covers, patches, belts, pins, black trousers, ties, cap strips, etc
2. **The Marine Shop** – Dress Blue Trousers, military shoes, DoD Medals, etc

MARINE CORPS UNIFORM ITEMS

Dress Blue Trousers, DoD Medals, etc

1. **Uniform Support Center Customer Support** (Active, Reserve, Retired)

Phone: 800-368-4088

www.usmc-mccs.org They have a “Uniforms” section on their website.

Uniform items are cheaper if ordered by an Active/Reserve/Retired Marine. We all have one of these in our Detachment. Get together with that Marine and place an order.

OR...Visit your local Marine Corps Base Cash Sales

2. **The Marine Shop – Quantico**

Medals / Ribbons / Awards

What can a Detachment Commandant present under his authority?

Distinguished Citizen Medal – Bronze	(or "Award" to non-MCL person)
Marine of the Year Detachment Medallion	(on behalf of all Detachment MOY's)
Distinguished Service Medal	(or "Award" to non-MCL person)
Detachment Staff – Elected	
Detachment Staff – Appointed	
Detachment Recruiter Medal – Bronze	
Membership Medal	(for New or Charter Member)
Community Service / VAVS Service Ribbon	
Community Service Ribbon (to JROTC cadet)	
Community Service Ribbon (to Scout Leader)	
Meritorious Individual Commendation Ribbon	
Certificate of Appreciation	
Honorary Membership	
Good Citizenship Award (to Eagle Scout)	
Certificate of Appreciation for Flying the US Flag	
Life Membership Award Certificate	

Medals, Ribbons and Certificates can be purchased from the National MCL "Semper Fi Store"

OR

Purchase "Blank" MCL Certificates (Blank below the MCL SEAL) and print your own personalized version. They could include Detachment name, website, personalized verbiage, Cmdt Signature Line only, etc. For more info contact Craig Reeling – Department of Maryland.

Dated: January 2011

Appropriate Wear of the USMC Uniform and Medals/Ribbons

1. Regulations governing the wear of uniforms by active duty/retired, former Marines and civilians serving with the Corps:

Chapter 11 MCO P1020.3G, Marine Corps Uniform Regulations (Source Document)
Basic guidance (Active Duty/Reservist/Retiree and Former Marines) –

1. **Grooming Standards.** Anyone who wears the Marine Corps Uniform must abide by the Marine Corps Grooming standards (paragraph 1004 and 8000.2 of the Uniform Regulations). Active duty/Reservists/Retirees and former Marines must also abide by the height and weight standards (paragraph 8000.2 of the Uniform Regulations).
2. **Wear of Proper Insignia and Awards.** When wearing a Marine Corps uniform you may only wear your current rank, or the rank that you left the service with and may only wear the awards you rate per your personnel records. No deviations of this policy are authorized.
3. **Activities where you may not wear the Uniform.** Paragraph 11002 of the Uniform Regulations provides a list of activities that you may not wear the uniform (i.e. to an event that brings discredit to the Corps, to events in support of political interests, private and/or commercial employment...).
4. **Retiree/Reservist Wear of Uniforms.** As a Retiree/Reservist you may wear the uniform for basically any event that you wore the uniform while on active duty.
5. **As a former Marine there are some restrictions:**
 - You must have served during a time of war (i.e. earned the National Defense Medal during your time in service) and received an honorable discharge to wear the uniform.

Events you are restricted to wearing it to:

- Military funerals, memorial services, weddings, and inaugurals.
- Parades on national or state holidays; or other parades or ceremonies of a patriotic character in which any active or reserve United States military unit are taking part. 'Wearing of the uniform or any part thereof at any other time or for any purpose is prohibited.'
- Recipients of the Medal of Honor may wear the Marine Corps uniforms at their pleasure except for those specific occasions listed in paragraph 11002 of the Uniform Regulations

2. Awards Verification:

If you knowingly wear an award that you do not rate you can be prosecuted.

If you need to verify what awards you rate contact the Navy Personnel Center at:

Navy Personnel Command
Retired Records Section (PERS 312D2)
9700 Page Avenue Room 5409
St. Louis, MO 63132

3. How to Report Violations:

If you have a question on how to properly wear a Marine Corps uniform please contact the Marine Corps Uniform Board at (703)432-4607. If you identify someone who is improperly wearing a Marine Corps uniform/awards/rank insignia, please contact the Inspector General for the Marine Corps at (703)614-1349 or the Uniform Board at the aforementioned phone number.

2023 NATIONAL ADMINISTRATIVE PROCEDURES

ENCLOSURE (3)

UNIFORM CODE MARINE CORPS LEAGUE

PREFACE

The guidance of this Uniform code is presented as a standard to establish uniformity and define appropriate wear of the Marine Corps League Uniform. The word "Uniform" itself is defined as: (1) Always the same, as in character or degree unvarying, (2) conforming to one principle, standard, or rule; consistent.

Because many features about these uniforms clearly resemble United States Marine Corps uniforms, it is very likely that an unmindful public may see that we are the Marines; and when today's Marines see us wearing uniforms that are a likeness to their own, they will be seeing us as one of their own. Our appearance reflects upon the Marine Corps and Marines everywhere, and we should ever be aware of that responsibility. Uniforms prescribed in this Uniform Code are considered appropriate to preserve the respect and dignity of The Marine Corps League and the United States Marine Corps.

I. MEDALS and RIBBONS

- A. MCL and DOD medals and/or ribbons should **NEVER** be mixed on any uniform. The wearer has only the choice of wearing authorized medals and/or ribbons of **EITHER**, but **NEVER BOTH TOGETHER**.
- B. One, two, or three large (standard) MCL medals or DOD medals may be worn centered over the left breast pocket of the Marine Corps League Red Blazer Uniform. Medals must be mounted on a single ribbon bar. MEDALS MAY BE OF THE WEARER'S CHOICE.
- C. Miniature MCL or Miniature DOD Medals may be worn **ONLY** with the FORMAL DRESS UNIFORM, either on the Evening Dress Jacket, or on the MCL Red Blazer when worn as the optional jacket for the FORMAL DRESS UNIFORM.
- D. Enclosure Four (4) should be referenced for proper precedence of MCL medals and/or ribbons.
- E. Members are expected to know their individual authority to wear DOD medals, badges, devices, and awards and the proper way to wear those decorations. Appropriate military uniform directives should be referenced for proper precedence of USMC or other DOD medals and/or ribbons.

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (3)

II. WEARING OF MINIATURE MEDALS

- A. Miniature medals (MCL or DOD) may be worn only on the **FORMAL DRESS UNIFORM (Evening Dress Jacket or MCL Red Blazer when worn as an optional jacket on the Formal Dress Uniform.)**
- B. Miniature medals worn on the Evening Dress Jacket should be worn centered on the left lapel, and below the tip of the lapel notch.
- C. The following applies only if wearing the Red Blazer as an optional jacket for the Formal Dress Uniform.
 - Miniature medals may be worn on the left lapel of the Red Blazer with the medals placed evenly between the left lapel notch and the top edge of the breast pocket and one (1) inch out from the edge of the inside of the left lapel. In those instances where regulation size holding bar/bars cannot be accommodated on the lapel, medals may be extended beyond the edge of the lapel to the left breast of the Red Blazer.
 - Additional holding bars on the Red Blazer shall be placed under the top row in such a manner that the medallions of the upper row are in line immediately above the medallions of the succeeding row, unless medals count is uneven.

III. MOUNTING OF MINIATURE MEDALS

- A. When more than one (1) medal is worn they should be suspended from a holding bar of sufficient stiffness to support the weight of the medals.
- B. When eleven (11) medals are worn, there will be five (5) medals on the top row, and six (6) medals on the bottom row. When there is an uneven number of medals, the rows cannot be even top to bottom.
- C. The maximum length of the holding bar for miniature medals should be four (4) inches, (3 RIBBON BAR) although a holding bar of maximum length has room for a maximum of five (5) medals side by side; it can however accommodate ten (10) medals if overlapped. Overlapping shall be equal (not more than 50%) and the right or inboard medal shall be shown in full.
- D. Mounting of the Miniature medals by rows:

One to ten (10) medals, one (10) row only

 - Two medals, mounted side by side on a 1-5/16" (1 ribbon bar)
 - Three medals mounted on a 1-5/16" bar (1 ribbon bar) overlapped
 - Four medals, mounted side by side on a 2-5/8" bar (2 ribbon bar)
 - Five medals, mounted on a 2-5/8" bar (2 ribbon bar) overlapped

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ENCLOSURE (3)

- Six to ten medals, mounted on a 4" bar (3 ribbon Bar) overlapped
 - Eleven medals, 2 rows-first row (5) second row (6)
 - Twelve or more medals should be tiered on rows as above.
- E. In the case of MCL issued medals only; in lieu of the above prescribed overlapping mini-medals mounting, the commercially available mini-medal mounting bars, which display the mini-medals in rows of (4) or (5), when five (5), ten (10), fifteen (15) or twenty (20) are worn, or partial additional rows of one (1), two (2), or three (3) mini-medals, without overlapping, may be worn.
- IV. **SHOULDER PATCHES.** Shoulder patches are worn on the undress uniform white aviator shirt, short sleeve or long sleeve, and the female white USMC style shirt **ONLY**.
- A. The Marine Corps League shoulder patch will be worn on the LEFT sleeve, centered on the sleeve and 1-1/2" below the shoulder seam.
 - B. The United States Flag patch (2" x 3") will be worn on the RIGHT Sleeve, centered on the sleeve and 1-1/2" below the shoulder seam. The United States Flag patch will have a WHITE border and will have a field of BLUE to the right (to the wearer's front.)
 - C. **AT THE WEARER'S CHOICE**; if a member is also a member of the Military Order of Devil Dogs, the MODD patch may be worn in place of the United States Flag patch, centered on the sleeve and 1-1/2" below the shoulder seam. Only one patch can be worn on each sleeve.
 - D. NO service or unit patches are to be worn on the MCL Uniform.
- V. **MARINE CORPS LEAGUE COVER**
- A. The basic uniform of the MCL is the unique cover that identifies the members of the MCL. Because all other parts of the uniform that are designated in this enclosure are optional, the cover remains as the only consistent identifier for MCL members, which is why the cover is worn indoors at appropriate MCL functions. When MCL members are wearing the appropriate cover, as listed below, they are considered in uniform. **NO OTHER TYPE OF COVER MAY BE WORN AT A MARINE CORPS LEAGUE FUNCTION OR MEETING.**
 - B. All members of the Marine Corps League are authorized to wear the RED COVER.
 - Members elected or appointed at the department level are authorized to wear the RED COVER with a GOLD CROWN.
 - Members elected to a national office or appointed to a national staff/committee are authorized to wear GOLD COVERS.
 - The National Commandant will wear a WHITE COVER.

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (3)

- C. The Past National Commandants and Honorary Past National Commandants are authorized to wear a GOLD COVER with WHITE CROWN.
- The Past Chief Devil Dogs and Honorary Chief Devil Dogs are authorized to wear a GOLD COVER with a BLACK CROWN.
 - Past National Vice Commandants of Divisions, Past Division Vice Chief Devil Dogs, Past National Executive Directors, and Past National Directors of Young Marines are authorized to wear a GOLD COVER with a GOLD CROWN. (Rev 2022)
 - Past Department Commandants and Past Pack Leaders are authorized to wear a RED COVER with a GOLD CROWN.
 - Past Detachment Commandants and Past Pound Keepers are authorized to wear a RED COVER with a RED CROWN.
 - All past officers listed above may identify their past office with a title strip or embroidery and may display the years that they held that office.
 - With the exception of Past National Commandants, Honorary Past National Commandants, Past Chief Devil Dogs, and Honorary Chief Devil Dogs, they all may also display the organization where they held that office (i.e., Southeast Division; Department of Ohio; Chattanooga Detachment; etc..)
 - Only the officers listed in this paragraph are authorized to retain the cover for their previous office after they leave that office. All other members will revert back to the appropriate cover for the elected or appointed office currently held, and if any, removing the officer identification STRIP(S) for prior offices no longer held.
- D. The only insignia authorized for wear on the MCL covers is the 1-1/2" X 1-1/2" anodized solid gold color or polished brass Marine Corps emblem (**Enlisted Style Only**) on the left side. The Devil Dog patch, if authorized, will be worn up front on the right side of the cover. The identification strips, i.e., department or detachment strip, or embroidering, will be centered on the right side. If the "LIFE" strip is worn, it will be to the rear of the right side. The "LIFE MEMBER" strip will be worn the same as the identification strips are worn and should be worn above other strips. **NO DIVISION PINS OR OTHER PINS/ORNAMENTS ARE AUTHORIZED ON MARINE CORPS LEAGUE COVERS.** (See diagram Enclosure Three (3) Attachment 1-1.)

VI. SPECIAL UNIFORM AUTHORIZATION

The standard MCL cover is the minimum uniform item worn by members to be considered "IN UNIFORM". Members who are participating in memorial services and who are in MCL uniform may wear "WHITE GLOVES" of the same type as worn by the uniformed services. Wearing of white gloves will be at the discretion of the senior officer in charge of the detail. Although clothing and apparel worn with the standard cover may or may not have a Marine Corps or MCL theme, and may be appropriate attire, that attire is not a uniform of the League.

2023 NATIONAL ADMINISTRATIVE PROCEDURES

ENCLOSURE (3)

The red cover may be worn by members in good standing while participating in a color guard or funeral detail comprised of members of multiple veteran's service organizations that have established their own uniform.

ONLY those uniforms that are outlined under "UNIFORM- MALE"; "UNIFORM -FEMALE"; and "ASSOCIATE MEMBERS UNIFORM" are approved uniforms of the MCL. NO variation(s) of the prescribed uniforms are authorized. In case of inclement weather (rain, snow, sleet, or cold) the local Detachment or Department Commandant may authorize appropriate outer wear to be worn over the Marine Corps League uniform (**ALL UNIFORMS AND CLOTHING "MUST" BE THE SAME**). Proposed changes to the uniform code must be submitted through the Bylaws and Administrative Procedures amendment process.

VII. MARINE CORPS LEAGUE CREST

The metallic embroidered Marine Corps League Crest has clutch pins on the reverse and pins directly to the red blazer pocket, or may be worn on a plastic pocket sleeve, either glued or pinned to the plastic sleeve. The commercially sold pocket crest, with Marine Corps emblem, MCL Seal permanently set into the plastic sleeve or embroidered MCL crest that is permanently embroidered on the pocket of the red blazer itself, may also be worn as optional wear.

VIII. LAPEL PINS

The following lapel pins may be worn only on the Red Blazer or Evening Dress Jacket. The Past National Commandant Pin may be worn inboard with the National Marine of the Year outboard. National Marine of the Year may be worn inboard with a Past Department or Detachment Commandant Pin. (ONLY ONE PAST COMMANDANT PIN MAY BE WORN AT A TIME, WEARER'S CHOICE.) Kennel Devil Dog of the Year Pin may be worn outboard of the National Marine of the Year. The Chapel of Four Chaplains, MCL membership, or retired Marine or retired Navy lapel pins may also be worn. Although there are several types of MCL membership pins (i.e., National Associate Member of the Year, Past Commandant, Life Member, Five Year Membership, Ten Year Membership, etc...), only "ONE" MCL membership pin should be worn. ordained ministers or chaplains may wear a symbol of their religion of the size approved by DOD. Whatever pins are approved for wear; **ONLY TWO (2) PINS MAY BE WORN AT ANYTIME**, WEARER'S CHOICE. Only ONE (1) miniature ribbon of the individual's choice may be worn above the lapel pins on the red blazer or evening dress jacket, provided miniature medals are not worn on the evening dress jacket. (Rev 2021)

APPROVED LAPEL PINS

1. Past National Commandant Pin
2. National Marine of the Year Pin
3. Devil Dog of the Year Pin
4. National Associate Member of the Year Pin (Rev 2021)
5. Past Department or Past Detachment Commandant Pin

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (3)

6. Chapel of Four Chaplains Pin
7. MCL Membership Pin
8. Retired Marine or Retired Navy Pin
9. Life Member Pin
10. Ordained Ministers or Chaplains Symbol Pin
11. United States Flag Pin (3/8" X 3/4" in size)
12. Vietnam War 50th Commemorative Pin
13. Gold Star (Rev 2021)
14. Next of Kin Deceased Personnel Pin (Rev 2021)
15. Presidential Volunteer Service Award Pin (Life, Gold, Silver, Bronze) (Rev 2022)

NOTE: There are many styles of most pins but only ONE (1) type may be worn at a time.

The Crossed Flag Pin (US & USMC) is NOT ALLOWED.

IX. NAME TAGS

A nametag may be worn on the UNDRESS UNIFORM (short sleeve white, long sleeve white or women's USMC white blouse) as optional wear. A nametag will **NOT BE WORN ON ANY OTHER UNIFORM.**

X. MEDALLIONS

The Marine of the Year or Associate Member of the Year medallion and ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); the Chief's Badge of Office, the Past Chief Devil Dog Collar, or the Military Order of Devil Dogs collar, if authorized, may be worn with the RED BLAZER CASUAL UNIFORM, RED BLAZER FORMAL UNIFORM, THE EVENING DRESS UNIFORM, OR THE UNDRESS UNIFORMS (MALE AND FEMALE). Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)** (Rev 2022)

XI. WHITE DUTY BELTS

- A. White duty belts may be worn by a member while performing the duty as Sergeant at Arms (SAA) or as a member of a Color Guard or Honor Guard, and only with the undress uniform short sleeve white or long sleeve white shirt.

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (3)

- B. The white duty belt should be the **Standard Plain White Cotton Web Belt (2-1/2")** with brass Marine Corps waist plate (3-1/2" x 2-1/2") (DRILL INSTRUCTOR STYLE) or **Standard Plain White Cotton Web Belt (2-1/2")** with gold (in color) Marine Corps Buckle (3-1/2" x 2-1/2"), either highly shined brass or Hamilton gold plated anodized brass with the EGA. AN ASSOCIATE MEMBER MAY WEAR THIS BUCKLE WHILE PREFORMING THE DUTIES OF SERGEANT AT ARMS OR DURING AN HONOR GUARD DETAIL CEREMONY ONLY. **THE ASSOCIATE MEMBER MAY NOT WEAR THIS BUCKLE AT ANY OTHER TIME.**
- C. The MCL **White Duty Belt** is for use while under arms (Honor Guard), standing post (SAA) or marching in a parade performing the duties of a Color Guard. It is NOT the same belt as the 1 3/4" dress blue uniform white belt. The illustrations below show the drastic difference between each belt. Only example "A" is the authorized duty belt to be worn during an MCL honor guard, color guard or sergeant at arms duty.



Example A: ALWAYS wear the above **White Duty Belt (2½" wide)** with NCO brass plate with two brass stoppers and black plate (not shown) with MCL undress short sleeve OR long sleeve uniform.

Example B: NEVER wear or allow others to wear the below **Dress Blue Uniform White Belt** with ANY MCL uniform items. USMC dress blue belt is only authorized for wear with the Dress Blue Blouse



UNIFORM MALE

UNDRESS LONG SLEEVE - MALE

- Standard cover (Paragraph V).
- Devil Dog collar, if authorized (optional).
- Nametag (optional) (paragraph IX).
- White shirt, with military creases (to be airline pilot style with two (2) pockets with button down flaps and shoulder epaulets).
- MCL Sunburst insignias on collar, centered 1/2" inside the collar tip, with the wings of the emblem parallel to the deck.
- Shoulder patches as authorized (Paragraph IV).

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (3)

- MCL ribbons or DOD authorized ribbons, wings, badges, (MCL AND DOD RIBBONS CANNOT BE WORN TOGETHER: (NO MEDALS TO BE WORN ON THIS UNIFORM))
- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the undress long sleeve uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**
- MCL ribbons should be centered over the left breast pocket, 1/8" above the pocket flap. DOD awards and decorations should be worn as authorized to the individual.
- **TIE. PLAIN BLACK** with Marine Corps or MCL gold tie bar ENLISTED STYLE ONLY (no open collar).
- Trousers, dress blue (with NCO "RED" stripe) with belt, Marine Corps khaki web, with web belt brass buckle.
- Shoes, black, plain toe (military style, highly glossed)
- Socks, Black

OPTIONAL: Trousers, black, dress, with the black leather belt with square gold buckle with Marine Corps emblem (EGA); a ratcheting black leather belt with a gold Marine Corps emblem buckle (EGA); or a ratcheting black leather belt with a gold buckle with MCL logo may be worn instead of the dress blue trousers and khaki web belt.

UNDRESS - SHORT SLEEVE - MALE

The short sleeve UNDRRESS uniform is the same in every way to the long sleeve UNDRRESS uniform with the following exceptions:

- The shirt shall be the same airline pilot style, but short sleeves instead of long.
- The shirt shall be worn with an open collar and NO TIE OR TIE BAR IS WORN WITH THE UNDRRESS SHORT SLEEVE SHIRT.
- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized; may be worn with the undress short sleeve uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (3)

CASUAL - RED BLAZER - MALE

- Standard cover (Paragraph V)
- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the casual – red blazer uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**
- White shirt, plain collar (no button-down collars, **NO SUNBURST INSIGNIAS** on the collar).
- **TIE. PLAIN BLACK** with MCL or USMC (ENLISTED STYLE) gold tie bar.
- Blazer, red with two (2) MCL buttons on front and three (3) or four (4) MCL buttons on each sleeve cuff.
- Marine Corps League Crest (Paragraph VII).
- Lapel Pin(s) (optional) (Paragraph VIII).
- Trousers, black, dress.
- Belt, black leather, with Marine Corps emblem (EGA) on square gold buckle.
- Shoes, black plain toe (military style, highly glossed).
- Socks, black.

OPTIONAL: A black leather dress belt may be worn as a substitute to the black leather belt with Marine Corps emblem (EGA) on square gold buckle. Also optional is a ratcheting black leather belt with a gold Marine Corps emblem buckle (EGA) or a ratcheting black leather belt with a gold buckle with MCL logo.

One, two or three large (standard) MCL medals or DOD medals may be worn centered over the left breast pocket of the MCL casual uniform - red blazer. Medals must be mounted on a single ribbon bar (PARAGRAPH III a.)

Sunburst insignias are **NOT** worn on the shirt collar and the Marine Corps **Dress Blue trousers are NOT WORN with the CASUAL RED BLAZER UNIFORM.**

FORMAL DRESS - MALE

- Standard Cover (Paragraph V) (RECOMMENDED not to be worn at indoor formal events/ceremonies.)

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (3)

- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the formal dress uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**
- Military bow tie, black.
- White shirt, formal (standard collar), **PLEATED FRONT - NO RUFFLES.**
- Gold cuff links with EGA and gold studs.
- Cummerbund, gold - OR - gold vest front (only approved design.)
- Trousers, black tux, - OR - trousers, black, with black dress belt (a ratcheting black leather belt with a gold Marine Corps emblem buckle (EGA) or a ratcheting black leather belt with a gold buckle with MCL logo are an approved optional dress belt.)
- MCL red evening dress jacket, medium weight gabardine material with MCL buttons, gold waist chain, and sunburst insignias at locating holes in jacket collar.
- Lapel pin(s) (optional) (Paragraph I, II and III and VIII.)
- Shoes, black plain toe (military style, highly glossed.)
- Socks, black.
- Miniature medals, wings, badges (paragraph I, II and III.)

OPTIONAL: The red blazer may be worn as an option to the red evening dress jacket with the FORMAL DRESS UNIFORM. If the red blazer option is chosen, the following applies.

- The Marine Corps League Crest (Paragraph VII) is optional if miniature medals are worn.
- Medals may be worn per Paragraphs I, II and III.

OPTIONAL: In addition to the black tuxedo trousers worn with the evening dress jacket, the wearer may opt to wear the Marine Corps dress blue trousers with NCO red stripe in place of the black tuxedo trousers.

NOTE: THE MARINE CORPS DRESS BLUE TROUSERS WILL NOT BE WORN WITH THE RED BLAZER AT ANY TIME.

**2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (3)**

UNIFORM FEMALE

UNDRESS - LONG SLEEVE - FEMALE

- Standard cover, male or female style with 1-1/2" x 1-1/2" (ENLISTED STYLE) anodized solid gold color or polished brass EGA (Paragraph V.)
- Devil Dog collar, if authorized (**OPTIONAL**).
- Nametag (optional) (Paragraph IX.)
- White shirt, (to be airline pilot style with two (2) pockets with button down flaps and shoulder epaulets or women's white USMC shirt or Army white ASU.) (Rev 2021)
- MCL Sunburst insignias on collar, centered 1/2" inside the collar tip, with wings on the emblem parallel to the deck.
- Shoulder patches as authorized (Paragraph IV.)
- MCL ribbons or DOD authorized ribbons, wings, badges, (**MCL AND DOD RIBBONS CANNOT BE WORN TOGETHER: (NO MEDALS TO BE WORN ON THIS UNIFORM.)**)
- MCL ribbons should be centered over the left breast pocket 1/8" above the pocket flap, DOD-awards and decorations should be worn as authorized to the individual on the AIRLINE PILOT STYLE WHITE SHIRT.
- **TIE. PLAIN BLACK** with USMC gold (enlisted) or MCL gold tie bar or women's USMC black neck tab (no open collar.)
- Skirt, black, straight (length should be 1" to 2" below the knees) or trousers, black, dress, with the black leather belt and square gold buckle with EGA, or female dress blue trousers to match male uniform regulations, dress blue trousers with NCO red stripe with Marine Corps khaki web belt with web belt dress buckle.

NOTE: Women's dress blue trousers do not have belt loops and cannot be altered to have belt loops. When wearing the female dress blue trousers, you must wear the women's white USMC shirt (shirt is worn outside of the trousers.)

- When wearing the male dress blue trouser you must wear the men's white shirt as authorized under the male undress long sleeve regulations.
- Shoes, black oxford patent leather with trousers. patent leather flats or pumps with skirt. Heels for pumps will measure up to 2" in height.
- Hose, nylon, black or flesh tone (with pumps) or socks, black, (with trousers.) (Rev 2021)

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (3)

- Earrings, (optional) small white pearl (or pearl like) or gold ball, not to exceed 9mm. When worn, earrings will fit tight against the ear and will not extend below the ear-lobe.
- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the undress long sleeve uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.

NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)

UNDRESS - SHORT SLEEVE - FEMALE

The Short Sleeve UNDRRESS UNIFORM is the same in every way to the Long Sleeve UNDRRESS UNIFORM with the following exceptions:

- The shirt will be the same airline pilot style. but short sleeve instead of long sleeve, or women's USMC white blouse, style worn with dress blue trousers or Army white ASU style. (Rev 2021)
- The female USMC style white shirt can be worn with either female dress blue trousers or with black trousers, open collar.
- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the undress short sleeve uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**

NOTE: THE MEN'S WHITE SHORT SLEEVE SHIRT CANNOT BE ALTERED TO WEAR ON THE OUTSIDE OF THE FEMALE DRESS BLUE TROUSERS.

CASUAL– RED BLAZER - FEMALE

- Standard cover, Male or Female style with 1-1/2" X 1-1/2" (ENLISTED STYLE) anodized gold color or polished brass EGA (Paragraph V.)
- The Marine of the Year Medallion and Ribbon (national, division, department, or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the casual – red blazer uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (3)

- White blouse, long or short sleeve plain collar (no button-down collars and no sunburst insignias on the collar.)
- **TIE. PLAIN BLACK** with USMC Gold (Enlisted) or MCL gold tie bar or women's USMC black neck tab.
- Red Blazer, {Male or Female Style} with two (2) MCL buttons on the front and three (3) or four (4) MCL buttons on each sleeve cuff.
- Marine Corps League Crest (Paragraph VII) (optional).
- Lapel Pin(s) (Paragraph VIII) (optional).
- Skirt, black, straight (length should be 1" to 2" below the knees) or trousers, black, dress, with black leather belt and square gold buckle with Marine Corps emblem (EGA) or a black dress belt. The ratcheting black leather belt with a gold Marine Corps emblem buckle (EGA) or a ratcheting black leather belt with a gold buckle with MCL logo are approved optional dress belts.)
- Shoes, black oxford patent leather with trousers. patent leather flats or pumps with skirt; heels for pumps will measure up to 2" in height.
- Hose, nylon, black (with Pumps) or socks, black (with trousers).
- Earrings, (optional) small white pearl (or pearl like) or gold ball, not to exceed 9mm. When worn, earrings will fit tight against the ear and will not extend below the ear-lobe.
- One, two or three large (standard) MCL medals or DOD medals may be worn centered over the left breast pocket of the MCL red blazer uniform.
- Medals must be mounted on a single ribbon bar (Paragraph I, B.)
- Sunburst insignias are **NOT WORN** on the shirt collar and the Marine Corps Dress Blue Trousers are **NOT WORN WITH THE CASUAL UNIFORM.**

FORMAL DRESS - FEMALE

- Standard Cover (Paragraph V) NOT WORN AT INDOOR FORMAL EVENTS / CEREMONIES
- The Marine of the Year Medallion and Ribbon (national, division, department, or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the formal dress uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.

NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (3)

- White shirt, formal (standard collar) pleated front. NO RUFFLES.
- Gold cuff links with EGA and gold studs.
- Tie, Women's USMC black neck tab.
- Cummerbund, gold or gold vest front (only approved design).
- Skirt, long women's USMC evening dress uniform skirt of women's tuxedo skirt, black straight ankle length with slit on left side, no higher than bottom of knee cap.
- Skirt - short black straight (Length should be 1" to 2" below the knees) When wearing this skirt, it is to be worn with the red blazer, white shirt, tie, plain black with Marine Corps Gold (Enlisted) or MCL gold tie bar or women's USMC black neck tab.
- MCL red evening dress jacket, with MCL Buttons, gold waist chain and sunburst collar devices at locating holes in the jacket collar. The red blazer may be worn as an option to the red evening dress jacket with the formal dress uniform.
- Lapel Pin(s) (optional) (Paragraph III).
- Shoes, black oxford patent leather with trousers.
Patent leather flats or pumps with skirt.
Heels for pumps will measure up to 2" in height.
- Hose, nylon, black with pumps or socks, black with trousers.
- Earrings, (optional) small white pearl (or pearl like) or gold ball, not to exceed 9mm.
When worn, earrings will fit tight against the ear and will not extend below the ear lobe.
- Miniature medals, WINGS, BADGES {paragraph I, II and III}.

OPTIONAL: If the red blazer is worn as an option to the red dress evening jacket, the following applies:

- The Marine Corps League Crest is optional (Paragraph VII).
- Miniature medals may be worn per Paragraph I, II and III.

OPTIONAL: In addition to the long black evening skirt, the black dress trousers may be worn with the evening dress jacket. The wearer may opt to wear Marine Corps dress blue trousers with NCO red stripe. The wearer must wear military black bow tie in place of the female USMC black neck tab. (Men's Formal Dress)

NOTE: THE MARINE CORPS DRESS BLUE TROUSERS, OR THE WOMEN'S DRESS BLUE TROUSERS WILL NOT BE WORN WITH THE RED BLAZER AT ANY TIME.

2023 NATIONAL ADMINISTRATIVE PROCEDURES

ENCLOSURE (3)

ASSOCIATE MEMBERS UNIFORM

The uniform code for both male and female applies to all ASSOCIATE MEMBERS with the following exceptions:

- The associate member is to wear the MCL sunburst insignia in lieu of the Marine Corps Emblem on their cover. The 1/2" x 1/2" gold "MCL" insignia will be worn on the shirt collars.
- The MCL associate shoulder patch will be worn in lieu of the standard MCL shoulder patch. (Paragraph IV A.)
- Flag patch, on right shoulder, may be worn (Paragraph IV B.)
- No Blazer Crest/Bullion seal will be worn unless one is designed and approved by a National Convention.
- Marine Corps dress blue trousers may be worn, but without the NCO red stripe.
- The Associate Member of the Year Medallion and Ribbon (national, division, department or detachment); Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.
- NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE
- SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)
- White blouse, long or short sleeve plain collar (no button-down collars and no
- MCL insignias on the collar.) (Rev 2021)

CEREMONIAL UNIFORMS

NOTE: There is not a unique ceremonial uniform following action at the 2009 National Convention. Whenever ceremonial functions are preformed, the uniform will be the UNDRRESS UNIFORM (either short sleeve or long sleeve) or the CASUAL UNIFORM as determined by the jurisdictional Commandant, and weather conditions. The National SOP for Funeral Honors should be reviewed.

2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (3)

LETTERING:

Lettering should be 3/8" in height with 1/4 spacing between lines. Maximum of 3 lines can be used, all lettering should be in CAPITALS.

Bottom line has three options: DETACHMENT or DEPARTMENT or LOCATION (e.g. CITY, STATE or COUNTY, STATE).

FONT

FRANKLIN GOTHIC MEDIUM CONDENSED

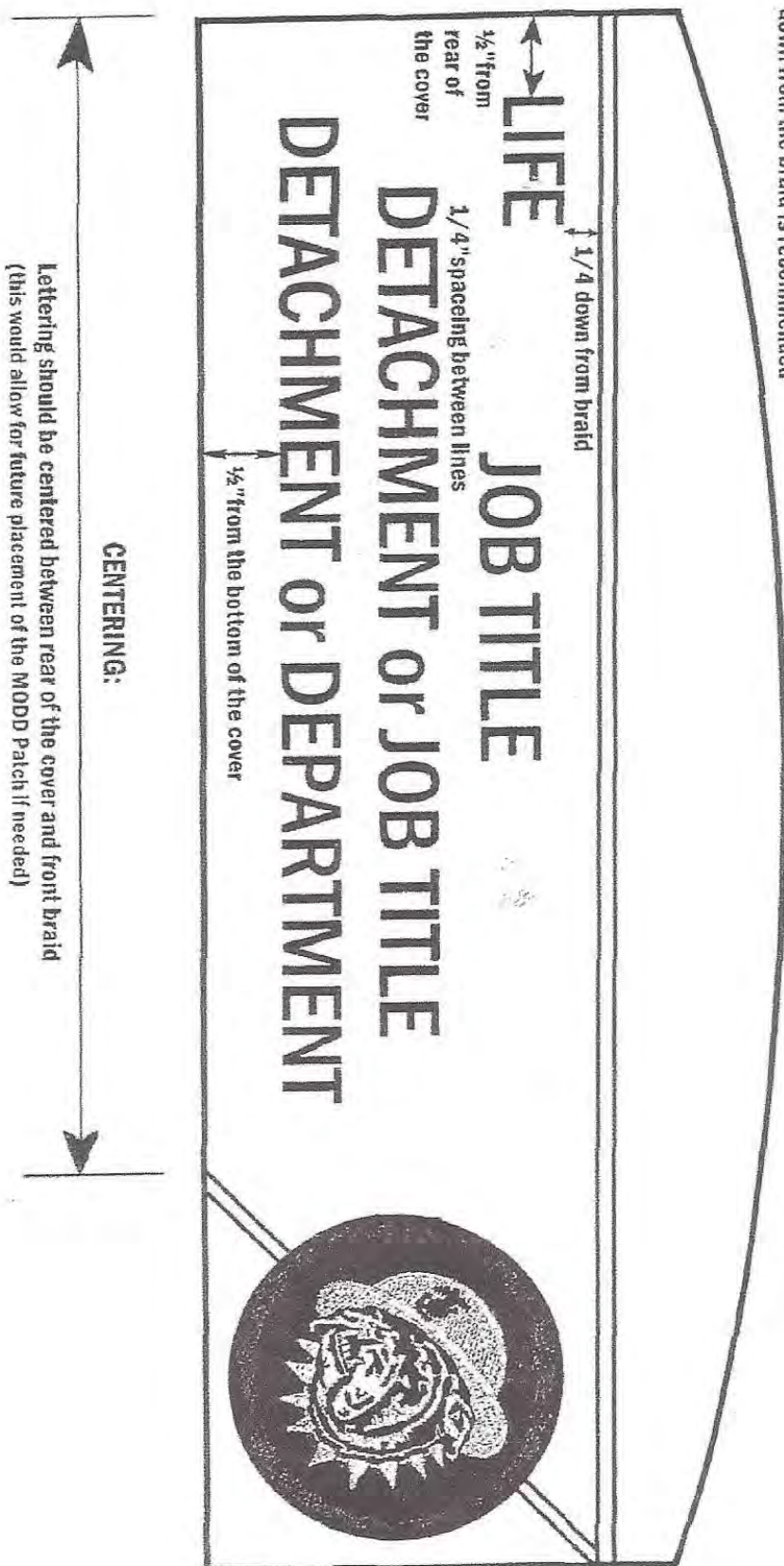
This is a font to be 3/8" in height and all CAPITALS, this font allows the use of longer words and names.

LIFE:

Can either be in the form of a NAME STRIP or DIRECT EMBROIDERY.

If the word LIFE is used it is placed as show.

For neatness 1/2" from the rear of the cover and 1/4" down from the braid is recommended



**2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)**

**MARINE CORPS LEAGUE AWARDS
REVISED AND RE-FORMATTED AT
THE NATIONAL CONVENTION DAYTONA BEACH, FL
EFFECTIVE 8/19/2022**

Order of Precedence (Large Medals) (See NOTE 1 unless otherwise specified)

1. Heroism (Rev 2022)
2. Distinguished Citizen Medal - Gold (Old and Current)
3. Distinguished Citizen Medal - Silver (Old and Current)
4. Distinguished Citizen Medal - Bronze (Old and Current)
5. Distinguished Service Medal
6. National Recruiter Medal – Gold
7. National Recruiter Medal – Silver
8. National Recruiter Medal – Bronze
9. Past National Commandants Medal
10. National Staff Elected Medal
11. National Staff Appointed Medal
12. Past Department Commandant Medal
13. Department Staff Elected Medal
14. Department Staff Appointed Medal
15. Department Recruiter Medal – Silver
16. Past Detachment Commandant Medal
17. Detachment Staff Elected Medal
18. Detachment Staff Appointed Medal
19. Detachment Recruiter Medal – Bronze
20. Pack Dog of the Year Medal (See MODD BYLAWS ENCLOSURE 1)
21. Pound Dog of the Year Medal (See MODD BYLAWS ENCLOSURE 1)
22. Past Pack Leader Medal (See MODD BYLAWS ENCLOSURE 1)
23. Past Pound Keeper Medal (See MODD BYLAWS ENCLOSURE 1)
24. Marine Corps League Medal (Membership)
25. Marine Corps League 100th Anniversary Medal (Membership) (Rev 2023)
26. 50th National Convention Medal (Elected/Appointed/Selected) Silver
27. 50th National Convention Medal (Those in attendance) Bronze
28. 50th Department of California Convention Medal (See NOTE 2)
29. 50th Department of Illinois Convention Medal (See NOTE 2)
30. 50th Department of Wisconsin Convention Medal (See NOTE 2)
31. 50th Department of Michigan Convention Medal (See NOTE 2)
32. 60th Department of Ohio Convention Medal (See NOTE 2)
33. 60th Department of New Hampshire Convention Medal (See NOTE 2)
34. 60th Department of Oregon Convention Medal (See NOTE 2)
35. 75th Department of New York Convention Medal (See NOTE 2)
36. 50th Department of Texas Anniversary Medal (See NOTE 2) (Rev 2022)
37. State Commendation Medal (individual States' award) (NON-MCL)

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)

Order of Precedence (Miniature Medals) (See NOTE 1 unless otherwise specified)

1. Heroism (Rev 2021)
2. Distinguished Citizen Medal - Gold (Old and Current)
3. Distinguished Citizen Medal - Silver (Old and Current)
4. Distinguished Citizen Medal - Bronze (Old and Current)
5. Distinguished Service Medal
6. National Recruiter Medal – Gold
7. National Recruiter Medal – Silver
8. National Recruiter Medal – Bronze
9. Past National Commandants Medal
10. National Staff Elected Medal
11. National Staff Appointed Medal
12. Past Department Commandant Medal
13. Department Staff Medal Elected
14. Department Staff Medal Appointed
15. Department Recruiter Medal – Silver
16. Past Detachment Commandant Medal
17. Detachment Staff Elected Medal
18. Detachment Staff Appointed Medal
19. Detachment Recruiter Medal – Bronze
20. Kennel Dog of the Year Medal (See MODD BYLAWS ENCLOSURE 1)
21. Pack Dog of the Year Medal (See MODD BYLAWS ENCLOSURE 1)
22. Pound Dog of the Year Medal (See MODD BYLAWS ENCLOSURE 1)
23. Past Chief Devil Dogs Medal (See MODD BYLAWS ENCLOSURE 1)
24. Past Pack Leader Medal (See MODD BYLAWS ENCLOSURE 1)
25. Past Pound Keeper Medal (See MODD BYLAWS ENCLOSURE 1)
26. Marine Corps League Medal (Membership)
27. Marine Corps League 100th Anniversary Medal (Rev 2023)
28. 75th National Convention Medal - Gold (Elected & Selected)
29. 75th National Convention Medal- Silver (Those in Attendance)
30. 50th Department of Pennsylvania Convention Medal (See NOTE 2)
31. 50th Department of Virginia Convention Medal (See NOTE 2)
32. 50th Department of Michigan Convention Medal (See NOTE 2)
33. 50th Department of Missouri Convention Medal (See NOTE 2)
34. 50th Department of Florida Convention Medal (See NOTE 2)
35. 60th Department of Ohio Convention Medal (See NOTE 2)
36. 60th Department of Oregon Convention Medal (See NOTE 2)
37. 75th Department of New Jersey Convention Medal (See NOTE 2)
38. 60th Department of New Hampshire Convention Medal (See NOTE 2)
39. 75th Department of New York Convention Medal (See NOTE 2)
40. 75th Department of California Convention Medal (See NOTE 2)
41. 60th Department of Washington Convention Medal (See NOTE 2)
42. 75th Department of Pennsylvania Anniversary Medal (See NOTE 2)
43. 75th Department of Illinois Convention Medal (See NOTE 2)
44. State Commendation Medal (individual States' award) (NON-MCL)

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)

Order of Precedence (Ribbons, Awards and Commendations) (See NOTE 1 unless otherwise specified)

1. Heroism (Rev 2022)
2. Distinguished Citizen Ribbon - Gold (Old and Current)
3. Distinguished Citizen Ribbon - Silver (Old and Current)
4. Distinguished Citizen Ribbon - Bronze (Old and Current)
5. Distinguished Service Ribbon
6. National Marine of the Year Ribbon -White (See NOTE 3)
7. National Associate Member of the Year Ribbon -White (See NOTE 4) (Rev 2021)
8. Division Marine of the Year Ribbon - Gold (See NOTE 3)
9. Division Associate Member of the Year Ribbon – Gold (See NOTE 4) (Rev 2021)
10. Department Marine of the Year Ribbon - Scarlet and Gold (See NOTE 3)
11. Department Associate Member of the Year Ribbon - Scarlet and Gold (See NOTE 4) (Rev 2021)
12. Detachment Marine of the Year Ribbon - Scarlet (See NOTE 3)
13. Detachment Associate Member of the Year Ribbon – Scarlet (See NOTE 4) (Rev 2021)
14. National Recruiter Ribbon – Gold
15. National Recruiter Ribbon – Silver
16. National Recruiter Ribbon – Bronze
17. Past National Commandant Ribbon
18. National Staff Elected Ribbon
19. National Staff Appointed Ribbon
20. Past Department Commandant Ribbon
21. Department Staff Elected Ribbon
22. Department Staff Appointed Ribbon
23. Department Recruiter Ribbon – Silver
24. Detachment Commandant Ribbon
25. Detachment Staff Elected Ribbon
26. Detachment Staff Appointed Ribbon
27. Detachment Recruiter Ribbon – Bronze
28. Marine Corps League Community Service Ribbon
29. Board of Trustees Commendation Ribbon (Victor T. Fisher Award)
30. Meritorious Unit Commendation Ribbon – National
31. Meritorious Unit Commendation Ribbon – Department
32. Meritorious Individual Commendation Ribbon
33. Ceremonial Guard Ribbon
34. Marksmanship Rifle Ribbon (See NOTE 5)
35. Marksmanship Pistol Ribbon (See NOTE 5)
36. Kennel Dog of the Year Ribbon (See MODD BYLAWS ENCLOSURE 1)
37. Chief Devil Dogs Meritorious Commendation Ribbon (Individual) (See MODD BYLAWS ENCLOSURE 1)
38. Pack Dog of the Year Ribbon (See MODD BYLAWS ENCLOSURE 1)
39. Pack Leaders Meritorious Commendation Ribbon (Individual) (See MODD BYLAWS ENCLOSURE 1)
40. Pound Dog of the Year Ribbon (See MODD BYLAWS ENCLOSURE 1)
41. Pound Keepers Meritorious Commendation Ribbon (Individual) (See MODD BYLAWS ENCLOSURE 1)
42. Past Chief Devil Dogs Ribbon (See MODD BYLAWS ENCLOSURE 1)
43. Past Pack Leader Ribbon (See MODD BYLAWS ENCLOSURE 1)
44. Past Pound Keeper Ribbon (See MODD BYLAWS ENCLOSURE 1)
45. Marine Corps League Ribbon (Membership)
46. Marine Corps League 100th Anniversary Ribbon (Rev 2023)

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)

47. 50th National Convention Ribbon (Elected/Appointed/Selected) Silver
48. 50th National Convention Ribbon (Those in attendance) Bronze
49. 75th National Convention Ribbon (Elected & Selected – Gold
50. 75th National Convention Ribbon (Those in Attendance) – Silver
51. 50th Department of California Convention Ribbon (See NOTE 2)
52. 50th Department of Illinois Convention Ribbon (See NOTE 2)
53. 50th Department of Pennsylvania Convention Ribbon (See NOTE 2)
54. 50th Department of Wisconsin Convention Ribbon (See NOTE 2)
55. 50th Department of Virginia Convention Ribbon (See NOTE 2)
56. 50th Department of Michigan Convention Ribbon (See NOTE 2)
57. 50th Department of Missouri Convention Ribbon (See NOTE 2)
58. 50th Department of Florida Convention Ribbon (See NOTE 2)
59. 50th Department of Ohio Convention Ribbon (See NOTE 2)
60. 60th Department of Oregon Convention Ribbon (See NOTE 2)
61. 75th Department of New Jersey Convention Ribbon (See NOTE 2)
62. 60th Department of New Hampshire Convention Ribbon (See NOTE 2)
63. 75th Department of New York Convention Ribbon (See NOTE 2)
64. 75th Department of California Convention Ribbon (See NOTE 2)
65. 60th Department of Washington Convention Ribbon (See NOTE 2)
66. 75th Department of Pennsylvania Convention Ribbon (See NOTE 2)
67. 75th Department of Illinois Convention Ribbon (See NOTE 2)
68. 75th Department of Florida Convention Ribbon (See NOTE 2)
69. 50th Department of Texas Convention Ribbon (See NOTE 2) (Rev 2022)
70. 75th Department of Washington Convention Ribbon (See NOTE 2)
71. 50th Department of Arizona Convention Ribbon (See NOTE 2)
72. State Commendation Ribbon (individual States' award) (NON-MCL)

Order of Precedence (Medallions) (See NOTE 6)


1. National Marine of the Year Medallion
2. National Associate Member of the Year Medallion
3. Division Marine of the Year Medallion
4. Division Associate Member of the Year Medallion
5. Department Marine of the Year Medallion
6. Department Associate Member of the Year Medallion
7. Detachment Marine of the Year Medallion
8. Detachment Associate Member of the Year
9. Chief's Badge of Office or Past Chief Devil Dog Medallion
10. Military Order of Devil Dogs Collar
11. Chapel of Four Chaplains Legion of Merit Award
12. Chapel of Four Chaplains Humanitarian Award
13. Chapel of Four Chaplains Bronze Medallion Award

2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

DESCRIPTION OF MEDALS, RIBBONS, AWARDS AND COMMENDATIONS
INCLUDING WHO MAY AUTHORIZE AND CRITERIA

1. **Heroism** (See Note 1)

Medal (Large/Mini): Gold

Ribbon: Gold, red, gold, white, gold, red, gold 

Awarded By: National Commandant or his/her representative.

Recommended By: Detachment/Department/National Division Vice Commandant

For Approval: National Awards Committee

Criteria: This medal is presented to a civilian (including MCL members) for an act of heroism. Recommendation(s) for this medal must be in writing and sent to the National Commandant via the National Awards Committee for their recommendation for approval or denial. The medal will be awarded only to those who, in the opinion of the awards committee, have accomplished true acts of heroism.

2. **Distinguished Citizen Medal - Gold (Old)**


Medal (Large/Mini): Gold

Ribbon: Green, gold and silver with five (5) 3/16" Gold Stars

Note: This was one of the original Distinguished Citizen Medals. There are no more, but those who have received them, may wear them in front of the current issue.

2a. **Distinguished Citizen Medal - Gold (Current)** (See Note 1)

Medal (Large/Mini): Gold

Ribbon: Blue, yellow, white, green, red 

Awarded By: National Commandant Only

Recommended By: Detachment/Department/National Division Vice Commandant

For Approval: Department, National Division Vice Commandant and National Awards Committee

Criteria: This medal will be awarded to members who, in the opinion of the Awards Committee, have answered to the call of "Above and Beyond" the principles upon which the MCL was founded. Recommendation(s) for this medal must be in writing and sent to the National Commandant via the National Awards Committee for their recommendation for approval.

3. **Distinguished Citizen Medal - Silver (Old)**


Medal (Large/Mini): Silver

Ribbon: Green, gold and silver with five (5) 3/16" Silver Stars

Note: This was one of the original Distinguished Citizen Medals. There are no more, but those who have received them, may wear them in front of the current issue.

3a. **Distinguished Citizen Medal- Silver (Current)** (See Note 1)

Medal (Large/Mini): Silver

Ribbon: Black, yellow, maroon, yellow, black 

A - Awarded By: National Commandant

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)

Recommended By: Detachment/Department/Division Vice Commandant
For Approval: Department/National Division Vice Commandant and National Awards Committee

B - Awarded By: National Division Vice Commandant
Recommended By: Detachment/Department
For Approval: National Division Vice Commandant

C - Awarded By: Department Commandant
Recommended By: Detachment
For Approval: Department Commandant

4. **Distinguished Citizen Medal- Bronze (Old)**

Medal (Large/Mini): Bronze
Ribbon: Green, gold and silver

Note: This was one of the original Distinguished Citizen Medals. There are no more, but those who have received them, may wear them in front of the current issue.

4a. **Distinguished Citizen Medal- Bronze (Current)** (See Note 1)

Medal (Large/Mini): Bronze
Ribbon: Maroon, white, maroon 


A - Awarded By: National Commandant
Recommended By: Detachment/Department/National Division Vice Commandant
For Approval: National Awards Committee/National Commandant

B - Awarded By: National Division Vice Commandant
Recommended By: Detachment/Department
For Approval: National Division Vice Commandant

C - Awarded By: Department Commandant
Recommended By: Detachment
For Approval: Department Commandant

D - Awarded By: Detachment Commandant
Recommended By: Detachment
For Approval: Detachment Commandant

5. **Distinguished Service Medal** (See Note 1)

Medal (Large/Mini): Bronze (God, Country, and Corps) 
Ribbon: Dark blue, maroon, dark blue
Awarded By: Detachment/Department/National Division Vice/National Commandant
Recommended By: Detachment/Department/National Division Vice/National Commandant
For Approval: Detachment/Department, National Division Vice Commandant, and National Awards Committee
Criteria: This medal will be awarded any members who, in the opinion of the approver, has given superior service to the MCL.

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)

6. **National Marine of the Year** (See Note 3)

Medal: None (Medallion Only)

Ribbon: Yellow, white, yellow with centered FMF Device



See DESCRIPTION OF MEDALLIONS (1.) below for more information.

7. **National Associate Member of the Year** (See Note 4)

Medal: None (Medallion Only)

Ribbon: Yellow, white, yellow with centered Bronze "A" Device



See DESCRIPTION OF MEDALLIONS (2.) below for more information.

8. **National Division Marine of the Year** (See Note 3)

Medal: None (Medallion Only)

Ribbon: Gold with centered FMF Device



See DESCRIPTION OF MEDALLIONS (3.) below for more information.

9. **National Division Associate Member of the Year** (See Note 4)

Medal: None (Medallion Only)

Ribbon: Gold with centered Bronze "A" Device



See DESCRIPTION OF MEDALLIONS (4.) below for more information.

10. **Department Marine of the Year** (See Note 3)

Medal: None (Medallion Only)

Ribbon: Red, Gold with centered FMF Device



See DESCRIPTION OF MEDALLIONS (5.) below for more information.

11. **Department Associate Member of the Year** (See Note 4)

Medal: None (Medallion Only)

Ribbon: Red, Gold with centered Bronze "A" Device



See DESCRIPTION OF MEDALLIONS (6.) below for more information

12. **Detachment Marine of the Year** (See Note 3)

Medal: None (Medallion Only)

Ribbon: Red with centered FMF Device



See DESCRIPTION OF MEDALLIONS (7.) below for more information.

13. **Detachment Associate Member of the Year** (See Note 4)

Medal: None (Medallion Only)

Ribbon: Red with centered Bronze "A" Device




See DESCRIPTION OF MEDALLION AWARDS (8.) below for more information


2023 NATIONAL ADMINISTRATIVE PROCEDURES

ENCLOSURE (4)


14. **National Recruiter Medal- Gold** (See NOTE 1)

Medal (Large/Mini): Gold
Ribbon: Green, white, yellow, green, yellow, white, green 
Awarded By: National Junior Vice Commandant
Awarded To: National Recruiter of the Year
Approval & Criteria: See National Junior Vice Commandant's Awards, Enclosure 4, Section 3, Individual Membership Recruiting Awards.

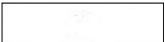
15. **National Recruiter Medal – Silver** (See Note 1)

Medal (Large/Mini): Silver
Ribbon: Red, white, green, red, green, white, red 
Awarded By: National Junior Vice Commandant
Awarded To: 2nd Place National Recruiter of the Year
Approval & Criteria: See National Junior Vice Commandant's Awards, Enclosure 4, Section 3, Individual Membership Recruiting Awards.


16. **National Recruiter Medal - Bronze** (See Note 1)

Medal (Large/Mini): Bronze
Ribbon: Green, white, green, white, green, white, green 
Awarded By: National Junior Vice Commandant
Awarded To: 3rd Place National Recruiter of the Year
Approval & Criteria: See National Junior Vice Commandant's Awards, Enclosure 4, Section 3, Individual Membership Recruiting Awards.


17. **Past National Commandant Medal - Gold** (See Note 1)

Medal (Large/Mini): Gold
Ribbon: White 
Awarded To: National Commandant
Criteria: Upon completion of a term of office as National Commandant
Special Note: The Past National Commandant Pin is awarded to the outgoing National Commandant. This pin is oval shaped with Marine emblem and a diamond. It is presented at the completion of his/her tour as National Commandant at the National Convention. It will be worn centered on the left lapel, one inch below the lapel notch.

18. **National Staff Medal (Elected)** (See Note 1)


Medal (Large/Mini): Silver
Ribbon: Gold, white, gold, white, gold 
Awarded To: National Elected Officers
Criteria: Upon being elected a National Officer

19. **National Staff Medal (Appointed)** (See Note 1)


Medal (Large/Mini): Bronze
Ribbon: Red, gold, white, gold, white, gold, red 
Awarded To: National Staff Officers
Criteria: Upon being appointed to the National Staff

**2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)**


20. Past Department Commandant Medal (See Note 1)

Medal (Large/Mini): Bronze (Commandant Samuel Nicholas)
Ribbon: Red, gold, red, gold, red 
Awarded To: Department Commandant
Criteria: To be worn by Department Commandant upon successful completion of each elected term of office. (Rev 2023)


21. Department Staff Medal (Elected) (See Note 1)

Medal (Large/Mini): Silver
Ribbon: Blue, red, white, blue, white, red, blue 
Awarded To: Department Elected Officers
Criteria: Upon being elected a Department Officer


22. Department Staff Medal (Appointed) (See Note 1)

Medal (Large/Mini): Bronze
Ribbon: Blue, red, white, red, white, red, blue 
Awarded To: Department Staff Officers
Criteria: Upon being appointed to the Department Staff


23. Department Recruiter Medal - Silver (See Note 1)

Medal (Large/Mini): Silver
Ribbon: Green, gold, green 
Awarded By: Department Commandant
Awarded To: Department Recruiter(s) of the Year
Criteria: Awarded to the Department member that recruits the most new and reinstated members for the past 12 months (dates as specified by each Department).


24. Past Detachment Commandant Medal (See Note 1)

Medal (Large/Mini): Bronze (Commandant John A. Lejeune) 
Ribbon: Dark blue, maroon, dark blue, maroon, dark blue, maroon, dark blue
Awarded To: Detachment Commandant
Criteria: To be worn by Department Commandant upon successful completion of each elected term of office. (Rev 2023)

25. Detachment Staff Medal (Elected) (See Note 1)

Medal (Large/Mini): Silver
Ribbon: Blue, white, red, white, blue 
Awarded To: Detachment Elected Officers
Criteria: Upon being elected a Detachment Officer


26. Detachment Staff Medal (Appointed) (See Note 1)

Medal (Large/Mini): Bronze
Ribbon: White, blue, white 
Awarded To: Detachment Staff Officers
Criteria: Upon being appointed to the Detachment Staff


2023 NATIONAL ADMINISTRATIVE PROCEDURES

ENCLOSURE (4)


27. Detachment Recruiter Medal – Bronze (See Note 1)

Medal (Large/Mini):	Bronze	
Ribbon:	Gold, green, gold	
Awarded By:	Detachment Commandant	
Awarded To:	Detachment Recruiter(s) of the Year	
Criteria:	Awarded to the Detachment member that recruits the most new and reinstated members for the past 12 months (dates as specified by each Detachment).	


28. Marine Corps League Community/VAVS Service (See Note 1)

Medal:	None (ribbon only)	
Ribbon:	Green, gold, green	
Awarded By:	National/Division/Department/Detachment Commandant	
Awarded To:	An Individual	
Approval:	National/Division/Department/Detachment Commandant	
Criteria:	Awarded to a Marine Corps League member who in the opinion of the awarding Commandant has exemplified him/herself in their communities and/or National, including VAVS, but not necessarily both, helping all they have encountered. The recommendation <u>MUST</u> be in writing and have appropriate endorsements when making the submission.	

29. Board of Trustees Commendation (Victor T. Fisher Award) (See Note 1)

Medal:	None (ribbon only)	
Ribbon:	Blue, white, red	
Awarded By:	National/Division Vice/Department Commandant	
Awarded To:	National/Division/Department Board of Trustees Member	
Approval:	National/Division Vice/Department Commandant	
Criteria:	Awarded by <u>ANY</u> National, Division or Department Commandant to a member of <u>their</u> Board of Trustees who best exemplifies the principles of the United States Marine Corps, Marine Corps League, and Marine Fisher.	

30. Meritorious Unit Commendation (National) (See Note 1)


Medal:	None (ribbon only)	
Ribbon:	Red, white, and yellow	
Awarded By:	National Commandant Only	
Awarded To:	Department or Detachment	
Recommended By:	Detachment/Department/Division Vice Commandant	
Approval:	National Commandant via National Awards Committee	
Criteria:	There is no specific criteria. It should be the responsibility of the submitter to explain that the Department or Detachment in question has provided service “above and beyond” for the betterment of the Marine Corps League.	

Note: A Gold with Red lettered Streamer is also presented with this award.

2023 NATIONAL ADMINISTRATIVE PROCEDURES


ENCLOSURE (4)

31. **Meritorious Unit Commendation (Department)** (See Note 1)


Medal: None (ribbon only)
Ribbon: Yellow, white, yellow 
Awarded By: Department Commandant
Awarded To: Detachment
Recommended By: Detachment/Department
Approval: Department Commandant
Criteria: There is no specific criteria. It should be the responsibility of the submitter to explain that the Detachment in question has provided service "above and beyond" for the betterment of the League.

Note: A White with Red lettered Streamer is also presented with this award.

32. **Meritorious Individual Commendation** (See Note 1)


Medal: None (ribbon only)
Ribbon: White, yellow, white 
Awarded By: National/Division/Department/Detachment Commandant
Awarded To: Marine Corps League members and non- members
Recommended By: Any individual (including those who are not members)
Approval: National/Division/Department/Detachment Commandant
Criteria: Awarded to any individual who during the period of consideration has demonstrated by leadership and performance a **significant** contribution to the Detachment/Department/Division/National of the Marine Corps League or the Community. Their contributions should have reflected favorably on and has brought credit to the Marine Corps League.

33. **Ceremonial Guard Ribbon** (See Note 1)


Medal: None (ribbon only)
Ribbon: White, blue, red, blue, white 
Awarded By: National/Department/Detachment Commandant
Awarded To: Marine Corps League Members
Recommended By: Ceremonial Guard Commander
Approval: National/Department/Detachment Commandant
Criteria: Must participate in 10 events for this award and 10 more events for subsequent awards. Events include Color Guard, Funeral/Honor Detail, Rifle or Marching Squad. Just walking or riding on a float in a parade does not qualify unless it is part of a specific detail or program such as a Marching Unit. This Award is retroactive to 1 January 2010 for all members who have met the qualifications for the Award.

**2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)**


34. Marksmanship Rifle Ribbon (See Note 5)

Medal: None (ribbon only)
Ribbon: Black, khaki, black, khaki, black 
Awarded By: National/Department/Detachment Commandant
Awarded To: Marine Corps League Members
Recommended By: National Marksmanship Committee, Department/Detachment Marksmanship Chairman
Approval: National/Department/Detachment Commandant
Criteria: Must participate in a Marine Corps League sponsored Rifle Match and the scores officially recorded by the event sponsoring entity (National Postal Rifle Match or National/Department/Detachment Rifle Match).


35. Marksmanship Pistol Ribbon (See Note 5)

Medal: None (ribbon only)
Ribbon: Khaki, black, khaki, black, khaki 
Awarded By: National/Department/Detachment Commandant
Awarded To: Marine Corps League Members
Recommended By: National Marksmanship Committee, Department/Detachment Marksmanship Chairman
Approval: National/Department/Detachment Commandant
Criteria: Must participate in a Marine Corps League sponsored Pistol Match and the scores officially recorded by the event sponsoring entity (National Postal Pistol Match or National/Department/ Detachment Pistol Match).


36. Kennel Dog of the Year (See MODD BYLAWS)

Medal (Large/Mini) Bronze Cross on Gold Ribbon
Ribbon: Gold with a centered “Devil Dog” device. 
Awarded By: President, Kennel Dog of the Year Society
Criteria: See Military Order of the Devil Dogs Kennel Bylaws Sections 417, 421, and Enclosure 1 for more information.

37. Chief Devil Dogs Meritorious Commendation (Individual) (See MODD BYLAWS)


Medal: None (ribbon only)
Ribbon: Red, yellow, red, green, red, yellow, red 
Awarded By: Chief Devil Dog
Awarded To: Members of the Military Order of the Devil Dogs
Recommended By: Chief Devil Dog/Kennel Staff Member to Chief Devil Dog
Approval: Chief Devil Dog
Criteria: See Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.

38. Pack Dog of the Year (See MODD BYLAWS)


Medal (Large/Mini): Bronze Cross on Red Ribbon
Ribbon: Red with a centered “Devil Dog” device. 
Awarded By: President, Pack Dog of the Year Society
Criteria: See individual Military Order of the Devil Dogs Pack Bylaws and Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)


39. Pack Leaders Meritorious Commendation (Individual) (See MODD BYLAWS)

Medal: None (ribbon only)
Ribbon: Green, yellow, green, red, green, yellow, green 
Awarded By: Pack Leader
Awarded To: Members of the Military Order of the Devil Dogs
Recommended By: Pack Leader/Pack Staff Member to Pack Leader
Approval: Pack Leader
Criteria: See individual Military Order of the Devil Dogs Pack Bylaws and Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.


40. Pound Dog of the Year (See MODD BYLAWS)

Medal (Large/Mini): Bronze Cross on Black Ribbon
Ribbon: Black with a centered “Devil Dog” device. 
Awarded By: President, Pound Dog of the Year Society
Criteria: See individual Military Order of the Devil Dogs Pound Bylaws and Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.


41. Pound Keepers Meritorious Commendation (Individual) (See MODD BYLAWS)

Medal: None (ribbon only)
Ribbon: Blue, white, red, gold, red, white, blue 
Awarded By: Pound Keeper
Awarded To: Members of the Military Order of the Devil Dogs
Recommended By: Pound Keeper/Pound Staff Member to Pound Keeper
Approval: Pound Keeper
See individual Military Order of the Devil Dogs Pound Bylaws and Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.

42. Past Chief Devil Dog (See MODD BYLAWS)


Medal: Bronze Cross on white ribbon with centered gold, red, black stripes
Ribbon: White, yellow, white, red, white, black, white 
Awarded To: Past Chief Devil Dog
Criteria: Awarded to Chief Devil Dogs upon completion of a term of office. See Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.

43. Past Pack Leader Medal (See MODD BYLAWS)


Medal (Large/Mini) Bronze Cross on red, gold, red ribbon
Ribbon: Red, gold, red 
Awarded To: Pack Leaders
Criteria: Awarded to Pack Leaders upon completion of a term of office.

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)


44. **Past Pound Keeper Medal** (See MODD BYLAWS ENCLOSURE 1)

Medal (Large/Mini): Bronze Cross on red, gold, black ribbon.
Ribbon: Red, gold, black 
Awarded To: Pound Keepers
Criteria: Awarded to Pound Keepers upon completion of a term of office.

45. **Marine Corps League Medal (Membership)** (See Note 1)

Medal (Large/Mini): Marine Corps Emblem on gold sunburst
Ribbon: Red, gold, blue, khaki, green, gold, red 
Awarded To: Marine Corps League Members in good standing
Criteria: Awarded upon joining the Marine Corps League and only to be worn by members in good standing. Thereafter, another award for each five (5) years of continuous membership is earned.

46. **Marine Corps League 100th Anniversary Medal (Membership)** (Rev 2023)

Medal (Large/Mini): TBD 
Ribbon: Red, Gold, Red, Gold, Blue, Blue, White, Red, Blue, Gold, Red, Gold, Red w/ gold "100" device affixed.
Awarded To: Marine Corps League Members in good standing.
Criteria: Awarded to all members in good standing during Centennial Year (2023)
NOTE* Gold Frame affixed to signify those in attendance at the 2023 National Convention.

47-71. **National & Department Convention/Anniversary Medals and Ribbons** (See Note 2)

Medal (Large/Mini): Determined by National or Departments
Ribbon: Determined by National or Departments
Awarded By: National or Department
Awarded To: National or Department members
Recommended By: National or Department Convention Committee
Approval: National Board of Trustees via National Uniform and Awards Committees.
Criteria: Determined by National or Departments

72. **State Commendation Medal**

Medal (Large/Mini): Determined by each individual State
Ribbon: Determined by each individual State.
Awarded By: States' Governor and/or Adjutant General
Awarded To: Determined by each individual State.
Recommended By: Determined by each individual State.
Approval: Determined by each individual State.
Criteria: Determined by each individual State.

**2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)**

**DESCRIPTION OF MEDALLIONS
INCLUDING WHO MAY AUTHORIZE AND CRITERIA**

1. **National Marine of the Year Medallion** (See Note 6)

The Marine Corps League authorizes the creation of a National "Marine of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

National Medallion: Standard Marine of the Year Medallion

Medallion Ribbon: 2" White with 1/8" gold stripe on inside and outside edge

Awarded By: President, National Marine of the Year Society

Approval & Criteria: As published by the National Marine of the Year Society, Chapter 8, Section 3105, subsection g.

Note: See Enclosure (3) Section X. Medallions for instructions on wear.

Special Note: A Gold pin in the shape of the United States is awarded at the National Convention to the Marine selected by the National Marine of the Year Society as the National Marine of the Year. It will be worn centered on the left lapel one inch below the lapel notch, left of the Past National Commandant pin if so awarded.

2. **National Associate Member of the Year Medallion** (See Note 6)

The Marine Corps League authorizes the creation of a National "Associate Member of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

National Medallion: Standard Associate Member of the Year Medallion

Medallion Ribbon: 2" White with 1/8" gold stripe on inside and outside edge

Awarded By: President, National Associate Member of the Year Society

Approval & Criteria: As published by each National Associate Member of the Year Society, Chapter 8, Section 3105, subsection h.

Note: See Enclosure (3) Section X. Medallions for instructions on wear.

Special Note: A Gold pin rectangular in shape with the year and Associate on is awarded at the National Convention to the Associate Member selected by the National Associate Member of the Year Society as the National Associate Member of the Year. It will be worn centered on the left lapel one inch below the lapel notch.

3. **National Division Marine of the Year Medallion** (See Note 6)

The Marine Corps League authorizes the creation of a National Division "Marine of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Division Medallion: Standard Marine-of-the-Year Medallion

Medallion Ribbon: 2" Gold ribbon

Awarded By: President, Division Marine of the Year Society

Approval & Criteria: As published by each National Division Marine of the Year Society. See the appropriate Division Procedures for details.

Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

4. **National Division Associate Member of the Year Medallion** (See Note 6)

The Marine Corps League authorizes the creation of a National Division "Associate Member of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Division Medallion: Standard Associate Member of the Year Medallion

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)

Medallion Ribbon: 2" Gold
Awarded By: President, National Associate of the Year Society
Approval & Criteria: As published by each National Division Associate Member of the Year Society. See the appropriate Division Procedures for details.
Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

5. **Department Marine of the Year Medallion** (See Note 6)

The Marine Corps League authorizes the creation of a Department "Marine of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Department Medallion: Standard Marine of the Year Medallion
Medallion Ribbon: 2" Red & Gold
Awarded By: President, Department Marine of the Year Society
Approval & Criteria: As published by each Department Marine of the Year Society. See the appropriate Department Procedures for details.
Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

6. **Department Associate Member of the Year Medallion** (See Note 6)

The Marine Corps League authorizes the creation of a Department "Associate Member of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Department Medallion: Standard Associate-of-the-Year Medallion
Medallion Ribbon: 2" Red & Gold
Awarded By: President, Department Associate of the Year Society
Approval & Criteria: As published by each Department Associate Member of the Year Society. See the appropriate Department Procedures for details.
Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

7. **Detachment Marine of the Year Medallion** (See Note 6)

The Marine Corps League authorizes the creation of a Detachment "Marine of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Detachment Medallion: Standard Marine of the Year Medallion
Medallion Ribbon: 2" Red
Awarded By: President, Detachment Marine of the Year Society
Approval & Criteria: As published by each Detachment Marine of the Year Society. See the appropriate Detachment Procedures for details.
Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

8. **Detachment Associate Member of the Year Medallion** (See Note 6)

The Marine Corps League authorizes the creation of a Detachment "Associate Member of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Department Medallion: Standard Associate of the Year Medallion
Medallion Ribbon: 2" Red
Awarded By: President, Detachment Associate of the Year Society
Approval & Criteria: As published by each Detachment Associate Member of the Year Society. See the appropriate Detachment Procedures for details.
Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

9. **Chief's Badge of Office or Past Chief Devil Dog Medallion** (See Note 6)

See Military Order of the Devil Dogs Kennel Bylaws Sections 703 for more information.

Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)

10. **Military Order of the Devil Dogs Collar** (See Note 6)
See the Military Order of the Devil Dogs Bylaws Sections 703 for more information.
Note: See Enclosure (3) Section X. Medallions, for instructions on wear.
11. **Chapel of Four Chaplains Legion of Merit Award** (See Note 6)
The Marine Corps League authorizes the wear of this Chapel of Four Chaplains Award. See the Chapel of Four Chaplains organization for information on how this award is granted.
Note: See Enclosure (3) Section X. Medallions, for instructions on wear.
12. **Chapel of Four Chaplains Humanitarian Award** (See Note 6)
The Marine Corps League authorizes the wear of this Chapel of Four Chaplains Award. See the Chapel of Four Chaplains organization for information on how this award is granted.
Note: See Enclosure (3) Section X. Medallions, for instructions on wear.
13. **Chapel of Four Chaplains Bronze Medallion Award** (See Note 6)
The Marine Corps League authorizes the wear of this Chapel of Four Chaplains Award. See the Chapel of Four Chaplains organization for information on how this award is granted.
Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

CERTIFICATES

1. **Distinguished Citizen Award Certificate**
The only notation on the bottom left corner will be "Authorized to Wear – (Gold, Silver or Bronze)
2. **Distinguished Service Award (Certificate only)**
This award may be presented by the National, Department, or Detachment Commandant to Leaguers and non-League members who have distinguished themselves.
3. **Certificate of Appreciation**
This award may be presented by the National, Department, or Detachment Commandant for appreciation of loyalty and patriotism to country and the Marine Corps League. This may be awarded to League and non-League members.
4. **Certificate of Appreciation (For Displaying the United States Flag)**
This award may be presented by the National, Department or Detachment Commandant.

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)

MARINE OF THE YEAR

This award shall be presented to a regular member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League.

Letters of Nomination for National Marine of the Year shall originate only at the detachment level. No individual member of the Marine Corps League or any subsidiary unit of the Marine Corps League shall submit a Letter of Nomination other than the nominee's detachment. The nominee shall be a regular member of the Marine Corps League, in good standing of the detachment which submits the Letter of Nomination.

Only officers and/or members of the detachment submitting the Letter of Nomination shall be allowed to submit documentary proof, or affidavits on behalf of the nominee they submitted. Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has, been a deed(s) of courage or valor without regard for his/her own safety.

See these Administrative Procedures, Section 3105 (g) for more information.

ASSOCIATE MEMBER OF THE YEAR

This award shall be presented to an Associate Member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League.

Letters of Nomination for National Associate of the Year shall originate only at the detachment level. No individual member of the Marine Corps League or any subsidiary unit of the Marine Corps League shall submit a Letter of Nomination other than the nominee's detachment. The nominee shall be an Associate Member of the Marine Corps League, in good standing of the detachment which submits the Letter of Nomination.

Only officers and/or members of the detachment submitting the Letter of Nomination shall be allowed to submit documentary proof, or affidavits on behalf of the nominee they submitted. Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has been a deed(s) of courage or valor without regard for his/her own safety.

See these Administrative Procedures, Section 3105 (h) for more information.

**2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)**

DESCRIPTION OF MARINE CORPS LEAGUE SPONSORED AWARDS

"ESPIRITE de CORPS"

National Headquarters of the Marine Corps League will accept nomination of an individual from the Superintendent of the U.S. Merchant Marine Academy. This award was conceived to extend recognition by presenting a Marine Corps Officers sword to the Marine Option Cadet, who best demonstrates the qualities of leadership sought by the Marine Corps, from the U.S. Merchant Marine Academy at Kings Point, NY. The presentation will be made by the National Commandant at the Commencement ceremonies.

GENERAL JOHN A. LEJEUNE WRITING AWARD

National Headquarters of the Marine Corps League will accept the nomination of an individual from the Marine Corps Command and Staff College. This award was conceived to extend recognition by resending a plaque and cash award to the outstanding writer in the graduating class. The presentation will be made by the National Commandant at the Commencement ceremonies.

IRON MIKE

National Headquarters of the Marine Corps League will accept nominations for the annual Iron Mike Award prior to 1 June annually. This award was conceived to extend recognition to the man who has contributed the most to the United States of America and the United States Marine Corps. While not limited to the immediate past 12-month period, nominations should stress accomplishments during that period. Nomination should be forwarded directly to:

National Executive Director/COO Marine Corps League
3619 Jefferson Davis Highway
Suite 115
Stafford, Virginia 22554

DICKEY CHAPELLE

National Headquarters of the Marine Corps League will accept nominations for the annual Dickey Chapelle Award prior to 1 June annually. This award was conceived to extend recognition to the woman who has contributed most to the morale, welfare and well-being of the officers and men of the United States Marine Corps. While not limited to the immediate past 12-month period, nominations should stress accomplishments during that period. Nominations should be forwarded directly to:

National Executive Director/COO Marine Corps League
3619 Jefferson Davis Highway
Suite 115
Stafford, Virginia 22554


NATIONAL COMMANDANT'S LEADERSHIP AWARD FOR EXCELLENCE

Shall be awarded by National Commandant or his/her representative. This award is presented to a civilian, active-duty military person or member of the Marine Corps League who in the opinion of the National Commandant has displayed outstanding excellence in leadership in support of the Marine Corps League and its mission.

**2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)**


**DESCRIPTION OF NON-MCL COMMENDATIONS
INCLUDING WHO MAY AUTHORIZE AND CRITERIA**

1. **Marine Corps League JrROTC Commendation**

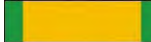
Medal:	None	
Ribbon:	Green, gold, green	
Awarded By:	Senior JrROTC Instructor	
Awarded To:	Any qualifying cadet(s) on an annual basis.	
Recommended By:	Determined by individual JrROTC unit.	
Approval:	Senior JrROTC Instructor	
Criteria:	This award may be used to recognize exemplary service above and beyond the service activities performed by the unit of which the cadet(s) is a member; or has held a key leadership position and/or directly contributed to the planning, coordination, and implementation of high-profile community service/volunteer project(s).	

NOTE: This award is presented per local JrROTC policy and the JrROTC multiple award device eligible within each program to denote second, third and fourth award respectively.

2. **Marine Corps League Youth Physical Fitness Award (JrROTC)**


Medal:	None	
Ribbon:	Red, yellow, white, blue, white, yellow, red	
Awarded By:	Presented per local policy	
Awarded To:	Any qualifying cadet(s) on an annual basis.	
Recommended By:	Senior JrROTC Instructor	
Approval:	Senior JrROTC Instructor	
Sponsor:	Marine Corps League by National, Division, Department, or Detachment Commandant or Authorized Representative, by direction of same.	
Criteria:	Awarded to any cadet who scores 350 or more points on the Marine Corps League Youth Physical Fitness test.	

3. **Marine Corps League Scouting Service (Scout Leader)**

Ribbon:	Green, gold, green	
Authorized for wear by a Scout Leader currently engaged in Scouting.		

38. **Marine Corps League Young Marine Unit Commendation (MLR)**

Shall be awarded to a Young Marines Unit, Battalion, Regiment or Division for outstanding performance of duty to the community over an extended period or for a single act when the Unit has performed under great competition with other Units or organizations. This award is initiated at the request of the Marine Corps League National Commandant, a Division Vice Commandant, a Department Commandant, or a Detachment Commandant to the National Executive Director of the Young Marines of the Marine Corps League. The Ribbon shall be blue with a 1/4-inch white stripe 1/8-inch from each side. The National Executive Director of the Young Marines of The Marine Corps League shall provide the ribbon and any authorized devices. The respective Commandant or Vice Commandant of the Marine Corps League shall provide the appropriate streamer in the colors of the ribbon for the Unit Colors. Devices for subsequent awards shall be the responsibility of the National Executive Director of the Young Marines of the Marine Corps League.



**2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)**

MARINE CORPS LEAGUE CONVENTION AWARDS

VAVS AWARDS

The National VAVS Representative and Deputy Representatives will select at the National convention the recipients of the Detachment VAVS awards and individual award as prescribed below:

Plaques categorized by membership strength of the detachment as reflected on the current 30 June strength report roster.

Category 1: 15 to 50 members. First, Second and Third Place Plaques.

Category 2: 51 to 100 members. First, Second and Third Place Plaques.

Category 3: 101 members or more. First, Second and Third Place Plaques.

NATIONAL JUNIOR VICE COMMANDANT'S AWARDS

1. 100% MEMBERSHIP CITATIONS

100% Membership Streamers will be given to those Detachments, Departments, and Divisions, who have achieved 100% membership during the period of 1 July through 30 June and will be Red in color with Gold lettering.

2. INCREASED MEMBERSHIP CITATIONS AND PLAQUES

- (a) Increased Membership Citations will be awarded to all Detachments, Departments, and Divisions that exceed their membership strength from 1 July through 30 June. The Citations will be presented during the National Convention each year.
- (b) Plaques for 1st, 2nd, and 3rd place for Increased Membership in the following categories will be awarded. To qualify, the increased membership must exceed 100-percent by percentage.
 - Category 1 - Detachment Membership from 15 to 50 members.
 - Category 2 - Detachment Membership from 51 to 100 members.
 - Category 3 - Detachment Membership from 101 to 200 members.
 - Category 4 - Detachment Membership from 201 or more.
 - Category 5 - Department Membership.
 - Category 6 - Division Membership.

3. INDIVIDUAL MEMBERSHIP RECRUITING AWARDS

Each year, a special form (see Enclosure 4, page 26) must be filled out by the individual member and signed by the Detachment Commandant and Detachment Adjutant/Paymaster. The form may be submitted to the National Junior Vice Commandant by the stated deadline either in hard copy form via mail or electronic format via an e-mail attachment; such attachment can be either a scanned copy of the properly completed and signed form or a Word document with electronic signatures. An "electronic" Signature consisting of the submitting officer's membership number in place of the officer's handwritten signature shall be acceptable for electronic submissions.

Recruiting Awards will be issued as follows:

- (a) A Citation will be given to those members who have recruited 5 - 24 members during the year.
- (b) A National Recruiters Medal-Bronze and a Distinguished Service Award Citation (signifying the accomplishment) will be presented to those members who have recruited 25-49 members during the year.

2023 NATIONAL ADMINISTRATIVE PROCEDURES

ENCLOSURE (4)

- (c) A National Recruiters Medal - Silver and a Distinguished Service Award Citation (signifying the accomplishment) and a plaque will be presented to those members who have recruited 50 or more members during the year.
- (d) The top Recruiter of the Year, the one individual member that has recruited the most members through his/her individual efforts will be presented the National Recruiters Medal - Gold (appropriately engraved), and a plaque in the shape of the United States with his/her name engraved thereon and the Distinguished Service Award Certificate (signifying the accomplishment).

NATIONAL CONVENTION STREAMERS

These will be awarded to those detachments, departments and divisions who display the League standards at the National Convention and will be in the color of the state in which the National Convention is being held with appropriate lettering.

NOTE 1

- A. Additional awards for the Heroism Medal and Ribbon, the Distinguished Citizen Medal and Ribbon (gold, silver, bronze) and the Distinguished Service Medal and Ribbon shall be indicated by a 5/16" gold star will be worn to indicate each additional award and a 5/16" silver star will be worn in place of five (5) gold stars.
- B. For all other medals and ribbons, a 3/16" bronze star will be worn to indicate each additional award. A 3/16" silver star will be worn in place of five (5) bronze stars, and a 3/16" gold star will be worn in place of five (5) silver stars.
- C. All stars, gold, silver or bronze, worn on miniature medals will be 1/8" in diameter to be consistent with the Marine Corps Uniform Regulations, (MCO 1020.34H, Chapter 5, Sect 5401).
- D. For the following ribbons, Blue is worn inboard (to the wearer's right):
 - Distinguished Citizen – Gold
 - Board of Trustees Commendation (Victor T Fisher)
- E. For the following ribbons, Red is worn inboard (to the wearer's right):
 - Department Marine of the Year
 - Department Associate Member of the Year
 - Meritorious Unit Commendation – National
 - Past Pound Keeper

NOTE 2

When Departments celebrate their 50th, 75th and 100th Anniversary, the medals and/or ribbons that are struck for those Departments shall be approved by the National Board of Trustees. The issuing criteria will be at the discretion of the issuing Department. A formal request (see Enclosure 4, Page 27) shall be submitted to the National Board of Trustees via the National Uniform Committee. The National Uniform Committee will give the National Board of Trustees their opinion on whether the Medal and/or Ribbon adhere to the proper specifications for wear on the Marine Corps League Uniform. If there are discrepancies, the National Uniform Committee will immediately inform the submitting Department Commandant and the National Board of Trustees so that changes to the submission can be made to bring the submission into compliance. If and/or when the National Uniform Committee believes that the Medal

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)

and/or Ribbon meet with Marine Corps League uniform standards the form will be forwarded to the Board of Trustees for their decision. Upon approval the National Awards Committee will be notified and determine its Order of Precedence. (Rev 2021)

NOTE 3

Medallions:

The Marine of the Year Medallion is authorized for wear with the Casual and Formal Uniform only as set forth in enclosure three (3) of these Administrative Procedures. While wearing the Marine of the Year medallion no other medal or devices shall also be suspended from the neck. No pins or other devices shall be attached to the suspension ribbon. In the event the person authorized to wear the Marine of the Year Award has been selected at more than one level for such an honor, the senior medallion and suspension ribbon will be worn.

Ribbons:

National, Division, Department and Detachment "Marines of the Year" are eligible to wear the FMF device (Eagle, Globe & Anchor) signifying Marine of the Year. This device will be centered on the respective ribbon for each award. National Marine of the Year will wear it centered on the National Marine of the Year ribbon, Division Marine of the Year will wear it centered on the Division Marine of the Year ribbon, Department Marine of the Year will wear it centered on the Department Marine of the Year ribbon, and Detachment Marine of the Year will wear it centered on the Detachment Marine of the Year ribbon.

NOTE 4

Medallions:

The Associate Member of the Year Medallion is authorized for wear with the Casual and Formal Uniform only as set forth in enclosure three (3) of these Administrative Procedures. While wearing the Associate Member of the Year medallion no other medal or devices shall also be suspended from the neck. No pins or other devices shall be attached to the suspension ribbon. In the event the person authorized to wear the Associate Member of the Year Award has been selected at more than one level for such an honor, the senior medallion and suspension ribbon will be worn.

Ribbons:

National, Division, Department and Detachment "Associate Member of the Year" are eligible to wear the Bronze "A" device signifying Associate Member of the Year. This device will be centered on the respective ribbon for each award. National Associate Member of the Year will wear it centered on the National Associate Member of the Year ribbon, Division Associate Member of the Year will wear it centered on the Division Associate Member of the Year ribbon, Department Associate Member of the Year will wear it centered on the Department Associate Member of the Year ribbon, and Detachment Associate Member of the Year will wear it centered on the Detachment Associate Member of the Year ribbon.

NOTE 5

The following is a list of the Pistol and Rifle Marksman Ribbon Shooter Classes and the Device authorized for that class. The Device(s) shall be centered on the Ribbon.

<u>Shooter Class</u>	<u>Device</u>
High Master (Pistol Only)	Two (2) 3/16" Gold Stars
Master	One (1) 3/16" Gold Star
Expert	One (1) 3/16" Silver Star

2023 NATIONAL ADMINISTRATIVE PROCEDURES ENCLOSURE (4)

Sharpshooter
Marksman

One (1) 3/16" Bronze Star
No Device

NOTE 6

This list of Medallions is currently the awards recognized by the Marine Corps League that come as medallions that hang on neck ribbons. Medallions are authorized for wear with the Casual and Formal Uniform only as set forth in Enclosure Three (3) of these Administrative Procedures. Only one (1) medallion may be worn and will be at the option of the wearer. See Note 3 and Note 4 above and Enclosure (3), Section X. Medallions, for more information and instructions on the wearing of these awards. If a person is authorized and chooses to wear the Marine of the Year or Associate Member of the Year Award and has been selected at more than one level for such honor, the senior medallion and suspension ribbon will be worn.

RECOMMENDATIONS

- (a) When a Marine is elected to the National Staff, it is suggested that the Marine be honored by the department and presented with the National Staff Medal (Elected). When a Marine is appointed to the National Staff, it is suggested that the Marine be honored by the department and presented with the National Staff Medal (Appointed).
- (b) When a Marine has completed his tour of duty as Department Commandant, the department should present the Marine with a Past Department Commandant Medal.
- (c) When a Marine is elected to the Department Staff, it is suggested that the Marine be honored by the detachment and presented with the Department Staff Medal (Elected). When a Marine is appointed to the Department Staff, it is suggested that the Marine be honored by the detachment and presented with the Department Staff Medal (Appointed).
- (d) When a Marine has completed his tour of duty as Detachment Commandant, the Detachment should present the Marine with a Past Detachment Commandant Medal.
- (e) When a Marine is elected to the Detachment Staff, it is suggested that the Marine be honored by the detachment and presented with the Detachment Staff Medal (Elected). When a Marine is appointed to the Detachment Staff, it is suggested that the Marine be honored by the detachment and presented with the Detachment Staff Medal (Appointed).

MEDAL CHANGE(S)

The Distinguished Citizen Medals - Gold, Silver & Bronze were originally issued with a Green, Gold and Silver ribbon. The Gold ribbon was adorned with five (5) 5/16" Gold stars; the Silver ribbon was adorned with five (5) 5/16" Silver stars and the Bronze had NONE. These ribbons have been eliminated.

Those who have been awarded the Gold, Silver and Bronze medals are eligible to wear them as well as the NEW issue in the order reflected on Page 1 of Enclosure four (4).

The Marine Corps League Medal was formerly the only medal the League presented and was awarded for Distinguished Service. Those members who were awarded the medal for Distinguished Service are authorized to wear the Distinguished Service Medal in lieu thereof.

The Distinguished Service Medal was previously used for continuous years of membership in the Marine Corps League. The Marine Corps League Medal is now the Membership medal.

**2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)**

MARINE CORPS LEAGUE AWARDS

Date _____

MEMBERSHIP RECRUITMENT PROGRAM

This is to certify that the following Marine Corps League member has met the criteria (National Jr. Vice Commandant's Awards, Enclosure Four (4), (National Bylaws and Administrative Procedures) by recruiting five (5) or more new members between 1 July and 30 June. Honorary members and reinstatements DO NOT COUNT toward this award.

Detachment _____ Number _____

Department _____ Division _____

Recruited by _____ Membership Card # _____

Names and Detachment Number of New Members

(1)	(11)
(2)	(12)
(3)	(13)
(4)	(14)
(5)	(15)
(6)	(16)
(7)	(17)
(8)	(18)
(9)	(19)
(10)	(20)

(List additional Names on separate sheet and attach to this Form)

Certified true and correct:

Detachment Commandant

Certified true and correct:

Detachment Adjutant/Paymaster

All Forms MUST be Received by 15 July each year.

**Mail to: National Junior Vice Commandant
3619 Jefferson Davis Highway, Suite 115
Stafford, VA 22554**

Or e-mail to: info@mcleague.org Attn: "National Junior Vice Commandant"

Email is preferred.

**2023 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)**

**NATIONAL MARINE CORPS LEAGUE
DEPARTMENT ANNIVERSARY MEDAL/RIBBON REQUEST**

When submitting this request for a Department Anniversary Medal and/or Ribbon, the request must include all the information regarding the size, shape, and colors of the Medal and/or Ribbon. It must not conflict with any other DOD or Marine Corps League Medal and/or Ribbon specifications. The request must be accompanied by the required endorsement of the National Uniform Committee. Without the proper endorsement, the request will be denied and returned to the submitter. When approved, the Marine Corps League Awards Committee will determine its Order of Precedence.

From: Department of _____
To: Marine Corps League National Board of Trustees
Via: Marine Corps League National Uniform Committee
Subject: Anniversary Medal and/or Ribbon

We, the Department of _____, will be celebrating our _____ Charter Anniversary ☐
Convention Anniversary ☐ in the year _____ and hereby request that the Marine Corps League
National Board of Trustees approve the following:

Medal ☐ Ribbon ☐

Our Charter was issued ____ / ____ / _____

Please provide specifications (please provide pictures if available):

Department Commandant

Department Judge Advocate

**We, the National Uniform Committee have reviewed the specifications of this request and
recommend its approval.**

Chairman, National Uniform Committee

SECTION 4



NEW PROTOCOL FOR ACTIVE DUTY MEMBERSHIP

1-All Active Duty Marines can now become regular members of the Marine Corps League for FREE,for the duration of their enlistment.

2-The Detachment will send a separate transmittal with all the Marines necessary information and state they are Active Duty (AD).

3-They will be issued a regular membership number with AD in front of it giving them all rights and privileges including voting and holding office.

4-The National Jr.Vice will send a membership template to the Detachment to fill out and issue to the Marine once they have received his/her membership #.The Detachment will put the join date with no end date.

5-The Detachment WILL keep a separate list of all their Active Duty Members under this program.They will be handled the same as an Honorary member in that they will have to be renewed every year prior to their join date to prevent the data base from running them delinquent.

6-The Detachment will also send a copy of the transmittal to the National Jr.Vice Commandant who will also keep a list of the Active Duty Marines.

7-The Detachment will be responsible to keep track of these Marines and keep them involved and interested by any means necessary.If the Active Duty Marine gets transferred to a new Duty Station the Detachment will work with the Marine to find him/her a new Detachment near their new Duty Station.It will then be handled like a regular transfer according to our By-Laws,that will include sending in a change of address.The National Jr.Vice will also be notified.



8-The Marine Corps will also be putting out the word to all Marine Corps installations regarding this new program.

9-The Detachment will also be responsible to give the Marine a Magazine.

Marines,

This is a new program so there may be some glitches. If you foresee a problem contact me and we will work it out.

Dennis Tobin

Dennis Tobin

National Jr. Vice Commandant



Marine Corps League

EAGLE SCOUT - GOOD CITIZENSHIP AWARD REQUEST APPLICATION

Eagle Scout's Name: _____ Troop #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Requester's Name: _____

Phone Number: _____

Email Address: _____

Name as it will appear on the certificate: _____

Eagle Scout Court of Honor Date: _____ Time: _____

(30 days notice is necessary for presentation of certificate)

Personal Presentation – All efforts will be made to have a Marine available to present this award

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

Location of Eagle Court of Honor:

Building: _____

Address: _____

City: _____ State: _____ Zip Code: _____

The Eagle Scout "Good Citizenship Award" is an attractive 8 1/2" X 11" certificate presented to the Eagle Scout by representatives of the Marine Corps League. If we are unable to present in person we will mail certificate to the Eagle Scout.

Marine Corps League



PHOTO RELEASE FORM

I hereby assign and grant to the Marine Corps League and the Boy Scouts of America the right and permission to use and publish the photographs made of me this date by the Marine Corps League and/or the Boy Scouts of America, and I hereby release the Marine Corps League and the Boy Scouts of America from any and all liability from such use and publication, whether online or in print.

I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage and/or distribution of said photographs without limitation at the discretion of the Marine Corps League and/or the Boy Scouts of America, and I specifically waive any right to any compensation for any of the foregoing.

PLEASE PRINT CLEARLY

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email: _____

Signed: _____

Guardian: _____
(if under the age of 18)

Witness: _____

Session _____ Date: _____ Unit _____ #: _____ Troop

City: _____

"Once a Marine Always a Marine"



MARINE CORPS LEAGUE

Department of New Jersey

INCORPORATED BY AN ACT OF CONGRESS

March 27, 2024

TO: Fiorella Mercuri-Lechner

FROM: Past Commandant Christopher Soldano, Hunterdon County Bulldogs

RE: Eagle Scout Certificate for Zachary Ghanim

ENCL: Letter, Certificate, Patch and Coin

Greetings,

It is with great pleasure that the Marine Corps League of the State of New Jersey recognizes the achievement of Zachary Ghanim. Enclosed please find a letter, patch, certificate, and coin for their outstanding achievement. Also, please feel free to contact us directly for any future awards regarding Eagle Scouts and or our participation for an Eagle Court of Honors. We do make a point of trying to present our certificates in person when we are able. If you have any questions, please feel free to contact me at the below contact information, or through our web site.

Respectfully submitted,

Christopher M. Soldano
Past Commandant,
Eagle Scout Chairman,
Hunterdon County Bulldogs Detachment
www.hcmcl.org
mclhcbulldogs@gmail.com
908-809-8835



MARINE CORPS LEAGUE

Department of New Jersey

INCORPORATED BY AN ACT OF CONGRESS

March 27, 2024

TO: Stephen A. Wagner

FROM: Past Commandant Christopher Soldano, Hunterdon County Bulldogs

RE: Eagle Scout Certificate

ENCL: Letter, Warrant, Certificate, Patch and Coin

Stephen,

It is with great pleasure that the Marine Corps League of the State of New Jersey recognize your outstanding achievement of obtaining the rank of Eagle Scout. You have demonstrated the highest qualities of leadership and moral character. You can be quite proud of the steps you have taken to becoming a future leader.

Marines are a highly disciplined force that share some similarities with the Scouts, regarding the code and ethics we abide by. Honor, Courage and Commitment. They must be prepared, always, to perform their duty and be ready to support and defend the Constitution of the United States of America against all enemies.

As you progress in your life and your achievements, do not forget the foundation you constructed. Your skills and achievements and merit badges are knowledge and tools for you to build upon. Maintain the skills, values, and self-confidence that the Scouts has instilled within you. They will serve you well as you embark on your great quest for your future.

Good luck with all your future endeavors, we wish you great success.

Semper Fidelis (Always Faithful),

Christopher M. Soldano
Past Commandant,
Eagle Scout Chairman,
Hunterdon County Bulldogs Detachment
Department of New Jersey
Marine Corps League



To all who see these presents, greetings:

Know ye that reposing special trust and confidence in the fidelity and abilities of:

Charles Wian

*I do hereby award this Eagle Scout, the Marine Corps League's **Good Citizenship Award** for outstanding performance, exceptional leadership, and superior abilities while part of Troop **#000**, Boy Scouts of America.*

*During this period, **Charles** consistently displayed the qualities of leadership that mark an Eagle Scout. Demonstrating initiative, determination, and having proven himself worthy to be called an Eagle Scout.*

***His** dedication and unselfish devotion to the Scout Oath and Law, reflect great credit upon himself and are in keeping with the highest traditions of the Boy Scouts of America.*

*Given under the authority of the Commandant, **Michael J. Waluk**, Department of New Jersey, Marine Corps League, this **29th day of November**, in the year of our Lord Two Thousand and Twenty-Four.*

Michael J. Waluk

Michael J. Waluk

Commandant

Department of New Jersey

Marine Corps League



Good Citizenship Award *Presented to*

*Who Has Attained the Rank of
Eagle Scout*



Commandant
[Signature]

Adjutant

Date

HONORING THE CHAPLAINS & BUILDING THE CHAPEL



THE STORY OF THE FOUR CHAPLAINS THROUGH ORIGINAL WORLD WAR II DOCUMENTS

A Four Chaplains Memorial Foundation Project

HONORING THE CHAPLAINS & BUILDING THE CHAPEL



President Truman dedicating the Chapel and the rotating altars of Catholic, Protestant and Jewish faith.



According to news reports at the time, the loss of U.S.A.T. Dorchester was the greatest sea disaster of the war in now what is called the “Battle of the Atlantic.” In the aftermath of this tragedy, the acts of heroism by the Four Chaplains became widely known. The military reviewed the affidavits of the survivors and considered what type of medal they should be awarded. While there was some consideration of a Congressional Medal of Honor for the Chaplains, it was blocked by the stringent rules at that time that required acts of heroism be performed under enemy fire. Instead the Distinguished Service Cross and Purple Heart were awarded posthumously December 19, 1944, to the next of kin by Lt. Gen. Brehon B. Somervell, Commanding General of the Army Service Forces, in a ceremony at the post chapel at Fort Myer, VA.

After the war, the father’s of one of the Four Chaplains, Rev. Daniel Poling of the Baptist Temple of Philadelphia, wanted to honor their memory and promote the interfaith courage and sacrifice that they inspired. Poling was a leading religious publisher and youth leader who Time Magazine called a “Dynamo of Good Will.” In September 1948 Rev. Daniel Poling announced his plans for a “Four Chaplains Memorial Chapel” and soon leading artists such as Frank Sinatra were taping national public service ads and elected officials from both political parties and veterans groups like the American Legion and religious groups like B’nai B’rith were raising money.

A unique aspect of the Four Chaplains Memorial Chapel design was a rotating circular altar that featured pulpits for a Protestant service, a Jewish Service and a Catholic Service. Built with the donations of 10,000 contributors of all faiths, President Harry S. Truman helped dedicate the chapel on February 3, 1951. President Truman said:

“Those four chaplains obeyed the Divine Commandment that men should love one another . . . This is an old faith in our country. It is shared by all our churches and all our denominations . . . The unity of our country comes from this fact . . .”

The dedication of the Four Chaplains Memorial Chapel did not end efforts to honor the legacy of the Chaplains. A one-time only posthumous Special Medal for Heroism was authorized by Congress and awarded by the President Eisenhower on January 18, 1961. The special medal was intended to have the same weight and importance as the Medal of Honor.

The legacy of the Four Chaplains is also honored in numerous locations around the country. One of the first was a swimming pool dedicated at Veteran’s Hospital in the Bronx in July, 1947. The Army Chaplain Center and School at Fort Jackson, South Carolina dedicated learning labs in their memory. Their heroism has been molded into stained glass at the Post Chapel at West Point Military Academy, the Army War College in Carlisle, Pennsylvania and at the National Cathedral in Washington, D.C. At Fort Lewis in Washington State there is a Four Chaplains’ Memorial Chapel & Family Life Center and at Fort Benning, Georgia, a Field of the Four Chaplains. One of the most beautiful monuments in their honor is the Four Chaplains Memorial at the National Memorial Park in Falls Church, Virginia near Washington D.C. The wing-like shape is symbolic of the faith of man and the spirits of the Four Chaplains ascending as the boat goes down. At Saint Stephen’s Church in Kearny, New Jersey a stained glass window above and plaque on the wall were dedicated inside the sanctuary to their former Priest while the road outside the church has been renamed Father John P. Washington Street. In York, Pennsylvania, where Rabbi Goode was an advocate for good schools, the Alexander D. Goode Elementary School was named in his honor. A chapel at the Vermont Veteran’s Home was dedicated in the memory of George Fox and his fellow chaplains. In 2011, USAT Dorchester Survivor Ernest Heaton announced that a memorial in honor of the Four Chaplains will be built in Sebastian, Florida.

Today, many decades after their original act of heroism, private organizations and public agencies around the country still meet in February to honor their memory. The Four Chaplains Memorial Foundation, still located in Philadelphia, continues to educate the public about the lives and legacy of the Four Chaplains. The Four Chaplains Memorial Foundation exists to further the cause of “unity without uniformity” by encouraging goodwill and cooperation among all people.

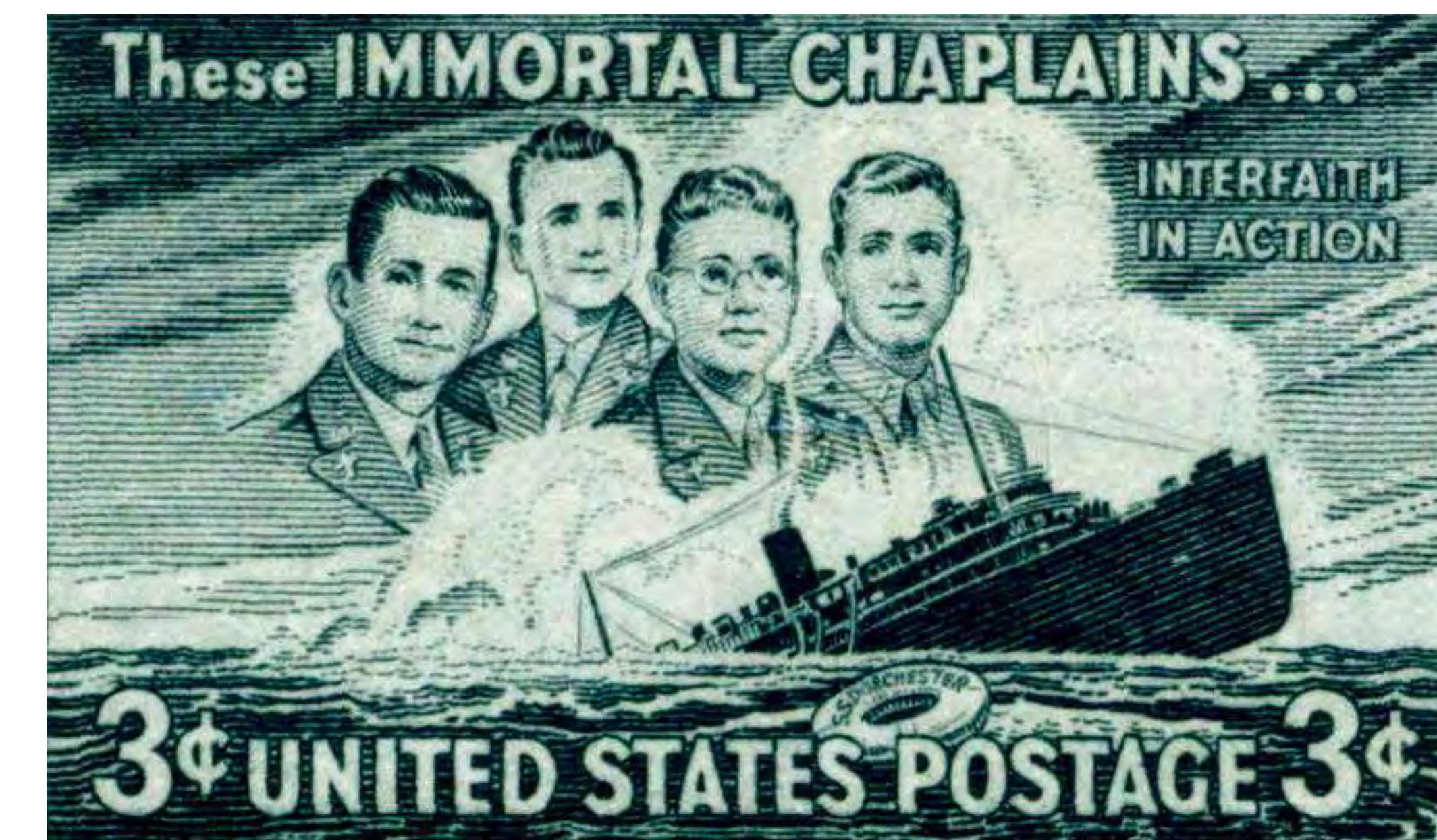
The organization achieves its mission by advocating for and honoring people whose deeds symbolize the legacy of the Four Chaplains aboard the U.S.A.T. Dorchester in 1943. It’s vision is to impart the principles of selfless service to humanity without regard to race, creed, ethnicity, or religious beliefs. The Four Chaplains Memorial Foundation, a 501(c)3 organization accepts nominations and helps public and private groups honor everyday citizens who have contributed to their community and leaders who have made significant contributions to our nation and the world. For more information about the Four Chaplains Memorial Foundation, you can view our web site at www.Fourchaplains.org, email us chapel@fourchaplains.org or by calling our offices at 215-218-1943.



Frank Sinatra, Sammy Davis Jr., and Peter Lawford performing in a Four Chaplains benefit concert.



Current home of the Four Chaplains Memorial Foundation is a former Naval Chapel in the South Philadelphia Naval Business Center, Pennsylvania



The Four Chaplains U.S. Postage Stamp issued by the United States Postal Service in 1948.



Four Chaplains Medal (1961)



Bob Hope is one of many entertainers and public officials who has received an award from the Four Chaplains Memorial Foundation for their service to their nation.

THE STORY



It was the evening of Feb. 2, 1943, and the U.S.A.T. Dorchester was crowded to capacity, carrying 902 service men, merchant seamen and civilian workers.

Once a luxury coastal liner, the 5,649-ton vessel had been converted into an Army transport ship. The Dorchester, one of three ships in the SG-19 convoy, was moving steadily across the icy waters from Newfoundland toward an American base in Greenland. SG-19 was escorted by Coast Guard Cutters Tampa, Escanaba and Comanche.

Hans J. Danielsen, the ship's captain, was concerned and cautious. Earlier the Tampa had detected a submarine with its sonar. Danielsen knew he was in dangerous waters even before he got the alarming information. German U-boats were constantly prowling these vital sea lanes, and several ships had already been blasted and sunk.

USAT Dorchester leaving St. John's Harbor on the way to Greenland in the fall of 1942

The Dorchester was now only 150 miles from its destination, but the captain ordered the men to sleep in their clothing and keep life jackets on. Many soldiers sleeping deep in the ship's hold disregarded the order because of the engine's heat. Others ignored it because the life jackets were uncomfortable.



On Feb. 3, at 12:55 a.m., a periscope broke the chilly Atlantic waters. Through the cross hairs, an officer aboard the German submarine U-223 spotted the Dorchester. The U-223 approached the convoy on the surface, and after identifying and targeting the ship, he gave orders to fire the torpedoes, a fan of three were fired. The one that hit was decisive—and deadly—striking the starboard side, amid ship, far below the water line.

Captain Danielsen, alerted that the Dorchester was taking water rapidly and sinking, gave the order to abandon ship. In less than 20 minutes, the Dorchester would slip beneath the Atlantic's icy waters.

Tragically, the hit had knocked out power and radio contact with the three escort ships. The CGC Comanche, however, saw the flash of the explosion. It responded and then rescued 97 survivors. The CGC Escanaba circled the Dorchester, rescuing an additional 132 survivors. The third cutter, CGC Tampa, continued on, escorting the remaining two ships.

Aboard the Dorchester, panic and chaos had set in. The blast had killed scores of men, and many more were seriously wounded. Others, stunned by the explosion were groping in the

darkness. Those sleeping without clothing rushed topside where they were confronted first by a blast of icy Arctic air and then by the knowledge that death awaited.

Men jumped from the ship into lifeboats, over-crowding them to the point of capsizing, according to eyewitnesses. Other rafts, tossed into the Atlantic, drifted away before soldiers could get in them.



Through the pandemonium, according to those present, four Army chaplains brought hope in despair and light in darkness. Those chaplains were Lt. George L. Fox, Methodist; Lt. Alexander D. Goode, Jewish; Lt. John P. Washington, Roman Catholic; and Lt. Clark V. Poling, Dutch Reformed.

Quickly and quietly, the four chaplains spread out among the soldiers. There they tried to calm the frightened, tend the wounded and guide the disoriented toward safety.

“Witnesses of that terrible night remember hearing the four men offer prayers for the dying and encouragement for those who would live,” says Wyatt R. Fox, son of Reverend Fox.

One witness, Private William B. Bednar, found himself floating in oil-smeared water surrounded by dead bodies and debris. “I could hear men crying, pleading, praying,” Bednar recalls. “I could also hear the chaplains preaching courage. Their voices were the only thing that kept me going.”

Another sailor, Petty Officer John J. Mahoney, tried to reenter his cabin but Rabbi Goode stopped him. Mahoney, concerned about the cold Arctic air, explained he had forgotten his gloves.

“Never mind,” Goode responded. “I have two pairs.” The rabbi then gave the petty officer his own gloves. In retrospect, Mahoney realized that Rabbi Goode was not conveniently carrying two pairs of gloves, and that the rabbi had decided not to leave the Dorchester.



By this time, most of the men were topside, and the chaplains opened a storage locker and began distributing life jackets. It was then that Engineer Grady Clark witnessed an astonishing sight.

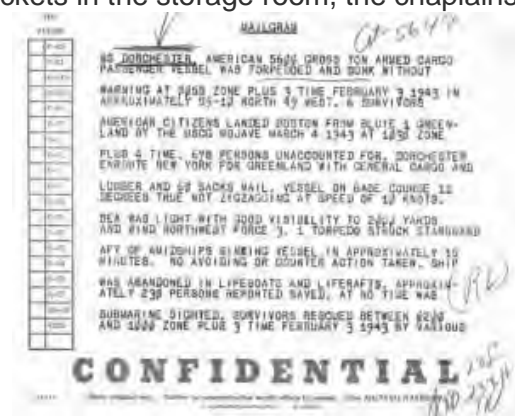
When there were no more lifejackets in the storage room, the chaplains removed theirs and gave them to four frightened young men.

“It was the finest thing I have seen or hope to see this side of heaven,” said John Ladd, another survivor who saw the chaplains’ selfless act.

The only surviving life jacket from the USAT Dorchester, located at the U.S. Army Chaplain Museum, Ft. Jackson, South Carolina

Ladd’s response is understandable. The altruistic action of the four chaplains constitutes one of the purest spiritual and ethical acts a person can make. When giving their life jackets, Rabbi Goode did not call out for a Jew; Father Washington did not call out for a Catholic; nor did the Reverends Fox and Poling call out for a Protestant. They simply gave their life jackets to the next man in line.

As the ship went down, survivors in nearby rafts could see the four chaplains—arms linked and braced against the slanting deck. Their voices could also be heard offering prayers.



Of the 902 men aboard the U.S.A.T. Dorchester, 672 died, leaving 230 survivors. When the news reached American shores, the nation was stunned by the magnitude of the tragedy and heroic conduct of the four chaplains.

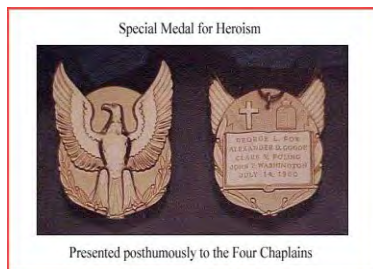
“Valor is a gift,” Carl Sandburg once said. “Those having it never know for sure whether they have it until the test comes.”

An actual flashlight from a USAT Dorchester lifejacket donated by a survivor to the Chapel of Four Chaplains

That night Reverend Fox, Rabbi Goode, Reverend Poling and Father Washington passed life’s ultimate test. In doing so, they became an enduring example of extraordinary faith, courage and selflessness.



The Distinguished Service Cross and Purple Heart were awarded posthumously December 19, 1944, to the next of kin by Lt. Gen. Brehon B. Somervell, Commanding General of the Army Service Forces, in a ceremony at the post chapel at Fort Myer, VA.



A one-time only posthumous Special Medal for Heroism was authorized by Congress and awarded by the President Eisenhower on January 18, 1961. Congress attempted to confer the Medal of Honor but was blocked by the stringent requirements that required heroism performed under fire. The special medal was intended to have the same weight and importance as the Medal of Honor.

Initials by Award Committee Members for Approval: 1. ____ 2. ____ 3. ____



THE CHAPEL OF FOUR CHAPLAINS

1201 Constitution Avenue

The Navy Yard - Building 649

Philadelphia, Pennsylvania 19112



LEGION OF HONOR AWARD NOMINATION FORM

This form is used to nominate an individual for a Chapel of Four Chaplain's Legion of Honor Award Program. In support of this nomination, include a brief summary of the individual's acts of selfless service. This service must be above and beyond the nominee's vocational responsibilities or service to a civic or volunteer service organization.

The process of nominating an individual for a Legion of Honor nomination, regardless of what level (see guidelines) should include a brief but comprehensive nominating statement (no more than a one-page summary and two pages of supporting documents.) Remember, Junior Legion of Honor Awards are given to youth under the age of 18 or grade 12 or under.

Nominating statements **must be typed**. Handwritten nominating statements will not be reviewed by the Awards Committee and will be returned to the nominator. Nominations must be submitted no later than March 1, 2024.

Please provide all the requested information below. Thank you.

Name of NOMINEE: _____

Address: _____

Type of Award Requested: Jr LOH Humanitarian Lifesaving* Bronze* GOLD*

Date of Birth: _____

Phone: _____ Email: _____

Name of NOMINATOR: _____

Address: _____

Phone: _____ Email: _____

Date/time of Ceremony: 03/16/2024 11:00am (Refreshments will be served at 10:00 am)

Place of Ceremony: St Stephens Roman Catholic Church, 141 Washington Ave, Kearny, NJ, 07032

Name/Title of Presenter: Paul R Thompson, New Jersey MCL Dept. of NJ Chaplain

Please Attach a one-page nominating statement and no more than two pages of supporting documents.



MARINE CORPS LEAGUE

Department of New Jersey
Marine Corps League License Plate Instructions

You must be a **REGULAR or LIFE** member of a Marine Corps League Detachment in New Jersey. **MEMBERS AT LARGE AND ASSOCIATE** members do not qualify.

All vehicles must be registered in the Marine Corps League member's name. You can apply for more than one set of plates, as long as the vehicle is registered in the member's name. You must have regular plates before you can obtain MCL plates.

You must continue to renew your membership in the Marine Corps League Detachment each year on your anniversary date as per National bylaws Section 615 – **GOOD STANDING** - to retain your plates.

REPLACEMENT PLATES

You can obtain replacement plates at a cost of \$20.00. **Make check payable to MCL Dept. of NJ.** Send a copy of your registration and membership card along with the check to the Plate Chairman. You can retain your current plate number as long as you did not return your current Marine Corps League license plates to the Motor Vehicle Commission.

There are no MCL plates for motorcycle or commercial vehicles.

Fill out the organization special plate application front and back. **Your Detachment has the forms.** Do not fill out the Certification by Organizational Special Plate Liaison section. Enclose a photocopy of your **Vehicle Registration** and your **National MCL Membership I.D. Card** (not Life Membership card. **We need your MCL number**) along with your check and application. Paperwork cannot be submitted to MVC if it is not complete as per instructions.

Make check for \$40.00 payable to MCL-DEPT OF NJ. Each set of plates cost \$40.00. Keep this in mind if ordering more than one set.

8. Mail to: PDC Tony Modzelewski
45 Stagecoach Road
Millstone Twp., NJ 08510



MARINE CORPS LEAGUE

Department of New Jersey

LEASE VEHICLES.

To obtain MCL plates for a Leased vehicle the lease must be in the member's name. You must obtain a letter from the lease company allowing you to put MCL plates on the vehicle and stating the plates will be returned at the completion of the lease. The MV application must list the leasing company as it appears on the registration.

If you have any questions please feel free to call me at 732-780-5380 between the hours of **0900 to 1900.** **Please be considerate about the calling times.** I do have an answering machine on at all times if I am not home.

NOTE: if you have been convicted of DWI or RECKLESS DRIVING in the last 10 years, the NJ MVC will DENY your application. **ALL APPLICATIONS ARE CHECKED BY THE MVC.**

PERSONALIZE YOUR MCL PLATES. With up to 5 spaces (letters or numbers). Once you have MCL plates in your possession, you can apply for personalized MCL plates at a cost of \$80.00. **Make check payable to MCL-Department of NJ.** You must contact the License Plate Chairman first with your choices. He will then check with MV to see if they are available. You will then submit a MCL plate application to the chairman.

Please be aware that your MCL Plates may take up to two months to get to the member. Motor Vehicle Commission has total control over the shipment of all plates. Please provide all the necessary paperwork so the process will move quickly.

TRANSFERS. If you wish to transfer your plates to a newly purchased vehicle you must contact the License plate chairman. The cost is \$10.00.

NJ Marine Corps League - 3PLS (Alt. I)



NJ Marine Corps League - 3PLS (Alt. I)



This proof is for concept only. Colors and resolution of production plates may differ from print.

NOTICE OF RIGHT, TITLE AND INTEREST

Upon final approval of 3M's designs, 3M will require an authorized representative of the Agency to warrant that the Agency has all right, title and interest in the images, logos, drawings, designs and text ("Artwork") provided to 3M for the purpose of creating and issuing vehicle license plates and that the Agency has the right to provide such Artwork to 3M.

December 09, 2015

Revision: Replaced logo with 4-color logo

ADMINISTRATIVE PROCEDURES
CHAPTER 10
DEPARTMENT MARINE OF THE YEAR
AND
ASSOCIATE MEMBER OF THE YEAR

SECTION 1

The Department Marine of the Year and/or Associate Member of the Year selection committee shall be comprised of all the former Department Marines of the Year in attendance at the annual Department Convention, with the most recent Department Marine of the Year serving as the Chairperson.

Once a total of at least three (3) Department Associate Members of the Year have been selected, those recipients and all those following in future years will seat a Department Associate Member of the Year selection committee, similar to the Department Marine of the Year selection committee.

SECTION 2

The criteria to be observed by the Department Marine of the Year and Associate Member of the Year Selection Committee shall be consideration of letters of nomination by a Detachment chartered in the Department of New Jersey and currently in good standing in the Department. Nominations shall be made of a regular member or an associate member (there shall be no limit on the number of its members that any one Detachment may submit) who are members in good standing of the nominating Detachment. Any Marine nominated for Department Marine of the Year or associate member nominated for Associate Member of the Year must hold primary membership in the nominating Detachment. Should a Marine or associate member hold dual membership in more than one Detachment in the Department of New Jersey, the nomination must come from their primary Detachment.

Nominations shall be typewritten and in the form of a resume describing actions and accomplishments of the nominee for that year. If there are less than three (3) nominations the committee reserves the right to have no marine of the year for that year. The detachment commandant must sign all of their nominations.

SECTION 3

The Department Marine of the Year and Associate Member of the Year Selection Committee shall hold its deliberations in the strictest confidentiality. The Committee shall also be charged with ensuring that a suitable plaque be engraved and presented to the selectee at the Grand Banquet of the Department Convention at which the nominee is considered.

SECTION 4

All nominations shall be submitted to the department commandant via certified mail return receipt requested, clearly marked "Marine of the Year" or "Associate member of the Year" no later than May 15th. No hand-delivered submissions shall be permitted at the department convention. submissions received after the deadline shall not be accepted by the department commandant, and shall be returned to the submitting detachment, unopened.

SECTION 5

It shall be the duty of the Department Commandant to properly advise all Detachments that all nominations for the NATIONAL AND NORTHEAST MARINE OF THE YEAR AWARD and ASSOCIATE MEMBER OF THE YEAR AWARD considerations are to be submitted by a Detachment ONLY in accordance with the National Administrative Procedures, Section 3105 (g).

ADMINISTRATIVE PROCEDURES
CHAPTER 11
NORTHEAST DIVISION MARINE OF THE YEAR
AND ASSOCIATE MEMBER OF THE YEAR
SELECTION COMMITTEE FOR THE DEPARTMENT OF NEW JERSEY

SECTION 1

The Northeast Division Marine of the Year and Associate Member of the Year Selection Committee for the Department of New Jersey shall be comprised of all former Department Marines of the Year in attendance at the January Staff Meeting with the most recent Department Marine of the Year present serving as the Chairperson.

Once a total of at least three (3) Department Associate Members of the Year have been selected, those recipients and all those following in future years will seat a Department Associate Member of the Year selection committee, similar to the Department Marine of the Year selection committee.

SECTION 2

If a committee member is nominated, they shall recuse themselves from the committee.

SECTION 3

The criteria to be observed by the Northeast Division Marine of the Year and Associate Member of the Year selection committee for the Department of New Jersey shall be as follows: Consideration of letter of nomination by a Detachment chartered in the Department of New Jersey and currently in good standing in the Department. Nominations shall be made of one (1) regular member and one (1) associate member who are members in good standing of the nominating Detachment. Should a Marine [or associate member] hold dual membership in more than one Detachment in the Department of New Jersey, the nomination must come from their primary Detachment. The Department Commandant may submit one (1) nomination for each award. NOMINATIONS SHALL BE TYPEWRITTEN AND IN THE FORM OF A RESUME DESCRIBING ACTIONS AND ACCOMPLISHMENTS OF THE NOMINEE FOR THAT YEAR.

SECTION 4

The Northeast Division Marine of the Year Selection Committee and Division Associate Member of the Year for the Department of New Jersey shall hold its deliberations in the strictest confidentiality.

SECTION 5

All nominations shall be submitted to the Department Commandant VIA REGULAR MAIL. IT SHALL BE CLEARLY MARKED “MARINE OF THE YEAR” or “ASSOCIATE MEMBER OF THE YEAR” AND RECEIVED BY THE DEPARTMENT COMMANDANT NO LATER THAN JANUARY 10TH. NO HAND DELIVERED SUBMISSIONS SHALL BE PERMITTED. NO SUBMISSIONS RECEIVED AFTER THE DEADLINE SHALL BE ACCEPTED. Submissions received beyond the Department of New Jersey - Marine Corps League BYLAWS AND ADMINISTRATIVE PROCEDURES 2020 established deadline shall be returned to the submitting Detachment, unopened, by the Department Commandant.

SECTION 6

It shall be the responsibility of the Department Commandant to properly send the New Jersey nominee selected to the Northeast Division District Vice Commandant by March 1st.

ADMINISTRATIVE PROCEDURES
CHAPTER 12
MARINE CORPS LEAGUE LICENSE PLATES

You must be a **REGULAR or LIFE** member of a Marine Corps League Detachment in New Jersey. **MEMBERS AT LARGE AND ASSOCIATE** members do not qualify.

All vehicles must be registered in the Marine Corps League member's name. You can apply for more than one set of plates as long as the vehicle is registered in the member's name. You must have regular plates before you can obtain MCL plates.

You must continue to renew your membership in the Marine Corps League Detachment each year by August as per National Administrative Procedures Section 7030 and be in **GOOD STANDING** to retain your plates. If applying in June, July or August you must have your dues paid for the following year.

REPLACEMENT OF LOST OR DAMAGED MCL PLATES

You can obtain replacement plates with the same number at a cost of \$20.00. **Make check payable to MCL Dept. of NJ.** Send a copy of your registration and membership card along with the check to the Plate Chairman. You can retain your current plate number if you did not return your current Marine Corps League license plates to the Motor Vehicle Commission.

There are no MCL plates for motorcycles or commercial vehicles.

Fill out the organization special plate application front and back. **Your Detachment has the forms.** Do not fill out the Certification by Organizational Special Plate Liaison section. Enclose a photocopy of your **Vehicle Registration** and your **National MCL Membership I.D. Card** along with your check and application. Paperwork cannot be submitted to MVC if it is not completed as per instructions.

Make **check for \$40.00 payable to MCL-DEPT. OF NJ.** Each set of plates cost \$40.00. Keep this in mind if ordering more than one set.

LEASE VEHICLES.

To obtain MCL plates for a Leased vehicle the lease must be in the member's name. You must obtain a letter from the lease company allowing you to put MCL plates on the vehicle and stating the plates will be returned at the completion of the lease. The MV application must list the leasing company as it appears on the registration.

If you have any questions, please feel free to call me at 732-780-5380 between the hours of **0900 to 1900.** **Please be considerate about the calling times.** I always have an answering machine on if I am not home.

NOTE: If you have been convicted of DWI or RECKLESS DRIVING in the last 10 years, the NJ MVC will **DENY** your application. **ALL APPLICATIONS ARE CHECKED BY THE MVC.**

PERSONALIZE YOUR MCL PLATES.

Plates may contain up to 5 spaces (letters or numbers). Once you have MCL plates in your possession, you can apply for personalized MCL plates at a cost of \$80.00.

Make check payable to MCL-Department of NJ. You must contact the License Plate Coordinator first with your choices, who will then check with MV to see if they are available. You will then submit a MCL plate application to the Coordinator.

Please be aware that your MCL Plates may take up to two months to get to the member. Motor Vehicle Commission has total control over the shipment of all plates. Please provide all the necessary paperwork so the process will move quickly.

TRANSFERS.

If you wish to transfer your plates to a newly purchased vehicle you must contact the License Plate Coordinator. The cost is \$10.00.

Mail to: PDC Tony Modzelewski
 45 Stagecoach Road
 Millstone Twp., NJ 08510

Department of New Jersey

MEMBERSHIP RECRUITMENT PROGRAM

This is to certify that the following Marine Corps League Member has met the criteria as Established by the Department of New Jersey by recruiting five (5) or more new members between 15 May_____ and 15 May_____.
(Year) (Year)

Detachment: _____ #: _____

Recruited by: _____ Membership Card # _____

Names of New Members

(1) _____	(11) _____
(2) _____	(12) _____
(3) _____	(13) _____
(4) _____	(14) _____
(5) _____	(15) _____
(6) _____	(16) _____
(7) _____	(17) _____
(8) _____	(18) _____
(9) _____	(19) _____
(10) _____	(20) _____

(List additional names on the back of this form)

Certified true and correct _____
Detachment Commandant

Detachment Adjutant/Paymaster

All forms **must** be received no later than 15 May prior to the Department Convention at which the award is to be considered.

SUBMIT TO:

**DEPARTMENT JR. VICE COMMANDANT
MARINE CORPS LEAGUE
NAME AND ADDRESS ON DEPARTMENT ROSTER
OR
E-MAIL ADDRESS LISTED ON DEPARTMENT ROSTER**

Individual Membership Recruiting Awards

Each and every year, a special form must be filled out by the individual member and signed by the Detachment Commandant and Detachment Adjutant/Paymaster, then mailed to the Department Junior Vice Commandant and also the National Junior Vice Commandant for the National award.

This Membership Recruiting Program will include New Members, Out-of-State Transfers and National Member-at-Large (M-A-L) Transfers. All these members increase your Detachment Membership Strength, so they will count for Department awards.

The goal of this program is to increase the overall Department Membership Strength and most importantly recognize our members who go above and beyond recruiting Marines and FMF Corpsman into the MCL.

Department Recruiting Awards will be issued as follows:

A **citation** will be given to those members who have **recruited 5-24** members during the year.

A **Distinguished Service Medal Citation** (signifying the accomplishment) will be presented to those members who have **recruited 25 plus** members during the year.

Recruiter of the Year: The one individual member that has recruited the most members through his/her individual efforts will be presented the **Department Recruiter Medal – Silver** and a plaque with his/her name engraved thereon.

Department of N.J. Scouting Committee Marine Corps League

Detachment Committee Chairman _____ Date _____

Reporting Detachment _____ Detachment # _____

Check
One

Eagle Scout Recognitions for the Period Indicated Below

<input type="checkbox"/>	1 June to 31 August (Deadline 15 Sept)	To be Reported at September Dept. Meeting
<input type="checkbox"/>	1 September to 31 October (Deadline 15 Nov)	To be Reported at November Dept. Meeting
<input type="checkbox"/>	1 November to 31 December (Deadline 15 Jan)	To be Reported at January Dept. Meeting and National for Mid-Winter Conf.
<input type="checkbox"/>	1 January to 28 February (Deadline 15 Mar)	To be Reported at March Dept. Meeting
<input type="checkbox"/>	1 March to 1 week prior to Dept. Convention	To be Reported at Dept. Convention Meeting and National for National Conv.

Any reports received after the stated deadlines will not be in the bi-monthly report, however it will be reflected in the year-end report.

**THIS IS A TWO-PAGED DOCUMENT
NAME ROSTER IS ON SECOND PAGE**

**MARINE CORPS LEAGUE
NEWSLETTER COMPETITION
A PLAQUE WILL BE GIVEN FOR 1ST AND 2ND PLACE.**

Check the criteria included in the attachments that will be used for judging of Detachment newsletters at the annual Department Convention.

Each Detachment is asked to select **THREE** of their newsletters and submit them to the Sr. Vice Commandant by 15 May.

Newsletters should cover the period from July to May.

Awards will be given for 1st and 2nd place on Friday of the Convention.

Please note that if you wish to enter your newsletters in the National competition you must submit them to National. All the information is on the MCL website www.mcleague.org

CRITERIA	POINTS
Commandant's Name	
Is the Commandant's name prominently displayed?	[4 Max]
1. On front, in large size print, in listing of officers or by itself.	4
2. On front, in smaller size print, in listing of officers or by itself.	3
3. Inside (page 2), in large size print, near top, in listing of officer or by itself.	2
4. Inside (page 2), in small size print – hard to read.	1
Editor's Name	
Is the editor's name displayed?	[4 Max]
1. On front, listed as editor, near top, address & phone number listed.	4
2. On front, listed as editor, near top, phone number listed.	3
3. On front, listed as editor, name only	2
4. Inside (page 2) in small print – hard to read	1
Detachment or Department Name	
Is the Detachment or Department name prominently displayed?	[4 Max]
1. On front, at very top, in large size print and in a pleasing style.	4
2. On front, at very top, in large size print but no style.	3

- | | |
|--|---|
| 3. On front, at very top, in small size print with pleasing style. | 2 |
| 4. On front, at very top, in small size print but no style. | 1 |

Newsletter Name

- | | |
|--|---------|
| Is the newsletter's name prominently displayed? | [4 Max] |
| 1. On front, at the very top, in large size print and in a pleasing style. | 4 |
| 2. On front, at the very top, in large size print but no style. | 3 |
| 3. On front at very top, in small size print in a pleasing style. | 2 |
| 4. On front at very top, in small size print but no style | 1 |

Date of Newsletter

- | | |
|---|---------|
| Is the newsletter's publication date displayed? | [4 Max] |
| 1. On front, at the very top, in large size print and easy to read. | 4 |
| 2. On front, at the very top, in small size print and easy to read. | 3 |
| 3. On front, in middle or bottom, in large size print and easy to read. | 2 |
| 4. On front, in middle or bottom, in small size print and easy to read. | 1 |

History & General Information Articles

- | | |
|--|---------|
| Does the newsletter contain any historical or general interest articles? | [5 Max] |
| Each article (up to 5 articles) gets 1 point. | 1 |

Community, Detachment & Department

- | | |
|---|----------|
| Are individual events & activities (complete or planned) publicized? | [10 Max] |
| 1. For each upcoming event. | 1 |
| 2. For reporting the outcome of that event after the date of the event. | 1 |

National and/or Division Information

- | | |
|--|---------|
| Does the newsletter relay National and/or Division related information? | [5 Max] |
| 1. Each article up to maximum of 5 points. No credit awarded for repeated items. | 1 |
| 2. For reporting the outcome of that event after the date of event. | 1 |

Detachment Membership & Renewals

- | | |
|--|---------|
| Does the newsletter promote membership and renewal efforts? | [5 Max] |
| 1. Listing members due for the month. | 1 |
| 2. Listing delinquent members. | 1 |
| 3. Listing new members or article for welcoming new members into detachment. | 1 |
| 4. Some type of incentive for recruiting new members. | 2 |

Department Membership & Renewals

- | | |
|---|---------|
| Does the newsletter promote membership and renewal efforts? | [5 Max] |
| 1. Listing Detachment's annual renewal goal and percent achieved. | 1 |
| 2. Listing of number of new members gained by the Detachment | 1 |
| 3. Listing new members or article for welcoming them into the Department. | 1 |

- | | |
|--|---|
| 4. Some type of incentive for recruiting new members | 2 |
|--|---|

VAVS Information

- | | |
|--|---------|
| Does the newsletter publicize VAVS programs or activities & involvement? | [5 Max] |
| 1. Each article up to five points. No credit awarded for repeated items. | 1 |

Awards

- | | |
|---|---------|
| Does the newsletter publicize awards or achievements achieved by members; or awards or achievements that have been received by Detachment/Department? | [5 Max] |
| 1. Each item receives one point. | 1 |
| *Presentations of any awards that are given to non-members or businesses are considered COMMUNITY ACTIVITIES, NOT AWARDS | |

Calendar of Events

- | | |
|--|---------|
| Are future events and activities publicized? | [5 Max] |
| 1. A monthly calendar with events or activities listed within it. | 5 |
| 2. A listing of upcoming events by itself and displayed in large size print. | 4 |
| 3. A listing of upcoming events by itself and displayed in small size print. | 3 |
| 4. A listing of upcoming events by itself and displayed in very fine print. | 2 |
| 5. A listing of upcoming events by itself not having a fixed location within the newsletter. | 1 |

Points of Contact

- | | |
|--|---------|
| Are points of contact listed for events and activities? | [5 Max] |
| 1. A person's name, phone number and/or email address for a particular activity. One point for each unique event (no repeats). | 1 |

Clarity

- | | |
|--|---------|
| Are articles accurate, complete and easily understood? | [5 Max] |
| 1. Accuracy | 1 |
| 2. Completeness | 1 or 2 |
| 3. Easily understood | 1 or 2 |

Format

- | | |
|---|---------|
| Does the newsletter make use of graphics and photos? | [5 Max] |
| 1. Has clear and recognizable graphics and photos. | 5 |
| 2. Has graphics and photos that are fuzzy or blurry | 4 |
| 3. Uses graphics extensively but no photos | 3 |
| 4. Uses some graphics but no photos | 2 |
| 5. Uses cartoons or the Detachment letterhead stationery with logo. | 1 |

Overall Appearance

- | | |
|---|----------|
| Does the newsletter look professional, as in appealing to the reader's eye? | [25 Max] |
|---|----------|

1. Outstanding style and appearance	23-25
2. Excellent style and appearance	18-22
3. Good style and appearance	11-17
4. Consists of two or more pages but appears more like a letter rather than a newsletter.	5-10
5. Consists of a single page in a letter-type of format.	1-4

DEPARTMENT OF NEW JERSEY
MARINE CORPS LEAGUE
DEPARTMENT AMERICANISM AWARD

Americanism Criteria

All the books will be bound books, scrapbooks, or album (Americanism Report). All awards will be based on events and participation during the period of 30 April to 29 April of each year. (2012-2013 etc.)

All Americanism Reports should be delivered to the Department Judge Advocate by 15 May.

A plaque will be given to the 1st and 2nd place winners.

All Americanism Reports must have a completed “Marine Corps League Americanism Questionnaire and Criteria form attached in the front of the Book or Album. The judge in his evaluation of the Americanism Report will sue the questionnaire.

History and Photos in the album should be limited to the events during the judged year. Photos require captions, names, and page number in book corresponding with that event for each photo.

Be ever mindful. The Americanism Award is the most distinguished award the winning Detachment can obtain that shows their hard work and Esprit de Corps. As the “Marine of the Year” is the most prestigious award for an individual member, so is an Americanism Award for the Detachment. It exemplifies the dedication and contribution to the strength and integrity of our beloved Marine Corps League and is dedicated to all the members of the winning Detachment. To have received this award is certainly an achievement to be proudly treasured by those that receive this honorable recognition.

DEPARTMENT OF NEW JERSEY MARINE CORPS LEAGUE AMERICANISM QUESTIONNAIRE AND CRITERIA

	DETACHMENT	CONVENTION STRENGTH
1.	A. Did the Detachment participate in Memorial Day Parades?	Yes No
	B. Did the Detachment participate in Memorial Day Services?	Yes No
	C. Did the Detachment participate in Veterans Day Parades?	Yes No
	D. Did the Detachment participate in Veterans Day Services?	Yes No
	E. Does the Detachment have its own firing squad?	Yes No
	F. Does the Detachment have its own Bugler?	Yes No
	G. Does the Detachment have its own color guard?	Yes No
	H. Is your color guard active in other events?	Yes No
	I. Does your Detachment provide Honor Guard details for deceased members? J. Does your Detachment provide Honor Guard details for deceased Marines other than members?	Yes No
	K. Does your Detachment provide Honor Guard details for deceased Veterans of other branches of service?	Yes No
	L. Did the Detachment place flags, grave markers etc. during the year?	Yes No
2.	A. Did the Detachment organize a Scouting Unit this past year?	Yes No
	B. Did the Detachment support a Scouting Unit this past year?	Yes No
	C. Did the Detachment participate in the Eagle Awards program?	Yes No
	D. Did the Detachment or Members provide Scouting Leadership assistance?	Yes No
	E. Did the Detachment organize a Young Marine program this past year?	Yes No
	F. Did the Detachment support a Young Marine program this past year?	Yes No
	G. Did the Detachment sponsor a Youth Physical Fitness program this past year?	Yes No
	H. Did the Detachment support a Youth Physical Fitness program this past year? I. Did the Detachment sponsor or support any other Young programs this past Year? If so, explain.	Yes No
3.	A. Does the Detachment conduct Americanism Programs in the schools? (Such as flying of the Flag, Essay Contests, etc)	Yes No
	B. Does the Detachment encourage citizens to fly the flag on Holidays?	Yes No
	C. Did the Detachment sponsor or participate in a School Flag program?	Yes No
	D. Did the Detachment sponsor or participate in a School Military program?	Yes No
	E. Did the Detachment sponsor or participate in a Toys 4 Tots program?	Yes No
	F. Did the Detachment sponsor or participate in local charity drives?	Yes No
	G. Did the Detachment sponsor or participate in War Commemorative activities?	Yes No
	H. Did the Detachment sponsor or participate in any other patriotic or community event? If so, explain.	Yes No
4.	A. Did the Detachment sponsor or participate in VAVS activities?	Yes No
	B. Did the Detachment sponsor or participate in State Veteran Nursing Home activities?	Yes No

- | | | |
|---|-----|----|
| C. Did the Detachment sponsor or participate in other Nursing Home activities for vets? | Yes | No |
|---|-----|----|
- 5.
- | | | |
|--|-----|----|
| A. Did the Detachment support the National Scholarship Program this past year? | Yes | No |
| B. Does the Detachment have its own Scholarship Program? | Yes | No |
| C. Did the Detachment support the Department Scholarship Program this past year? | Yes | No |
| D. Does the Detachment nominate candidates for the Chapel of Four Chaplains? | Yes | No |
| E. Does the Detachment support any other programs for Veterans children? Explain | Yes | No |
- 6.
- | | | |
|---|-----|----|
| A. Did the Detachment participate in all Department Staff Meetings? | Yes | No |
| B. Was the Detachment represented at Division Conferences? | Yes | No |
| C. Was the Detachment represented at the Department Convention? | Yes | No |
| D. Was the Detachment represented at the National Convention? | Yes | No |
| E. Did the Commandant represent the Detachment? | Yes | No |
| F. Did the Detachment conduct monthly meetings each month of the last year? | Yes | No |
| G. Does the Detachment have an active New Member Recruitment Program? | Yes | No |
| H. Did the Detachment sponsor a Department Staff Meeting in the past year? | Yes | No |
| I. Did the Detachment sponsor the Department Convention in the past year? | Yes | No |
| J. Did the Detachment sponsor a Division Conference in the past year? | Yes | No |
- 7.
- | | | |
|---|-----|----|
| A. Does the Detachment recognize members on their membership anniversary date? | Yes | No |
| B. Does the Detachment recognize member workers at an annual Awards Ceremony? | Yes | No |
| C. Does the Detachment recognize the Americanism Historian Program? | Yes | No |
| D. Did the Detachment sponsor or participate in a Marine Corps Birthday Ball? | Yes | No |
| E. Does the Detachment support a Devil Dog Pound? | Yes | No |
| F. Does the Detachment support a Marine Corps League Auxiliary Unit? | Yes | No |
| G. Does the Detachment recognize a member annually as their Marine of the Year? | Yes | No |
- 8.
- List and explain other Detachment activities not mentioned above. Please elaborate on activities that your Detachment supports that may not be specific in the above questions.
- 9.
- The Detachment Commandant and Americanism Chairman MUST sign this Americanism questionnaire. This questionnaire and Album MUST BE DELIVERED NO LATER THAN 15 MAY TO THE DEPARTMENT JUDGE ADVOCATE.
10. For any information or clarification please contact the Department Judge Advocate.

Detachment Commandant _____

Detachment Americanism Chairman _____

THIS FORM MUST BE IN THE FRONT OF YOUR AMERICANISM BOOK, FILLED OUT AND SIGNED



July 2023

**Marine Corps League
Marine Corps League Auxiliary
Military Order of Devil Dogs and Devil Dog Fleas
Attn: Departments & Detachments**

Re: Commercial General Liability Insurance
Effective: July 1, 2023 to July 1, 2024

Dear Members:

We are pleased to enclose your Certificate of Insurance along with a Summary of Coverages.

The Certificate of Insurance should be retained in your files permanently. If you are required to provide evidence of insurance and/or add another party as an "Additional Insured", please complete the Special Event Questionnaire (Certificate of Insurance Request Form) and return to Rust Insurance Agency. Alternatively, you can complete the questionnaire online at **RustMCL.com** (it's not case sensitive) . Any contract that you sign should be reviewed for insurance requirement – adding an Additional Insured requires underwriting approval.

It is important that the exclusions and restrictions listed in the summary be noted. *If a planned event falls into any of these areas, please notify us immediately.* The policy also excludes any injury to participants in athletic events or other sports nature activities.

This insurance is designed to protect you against claims alleging negligence that cause injuries to third parties (persons other than members) – it does not cover suits brought against a member by another. This is not and was never intended to be an accident policy for the members.

Please take special note #6 of the Summary of Coverages regarding Coverage Territory.

Should you have any questions, please give us a call at **1-800-235-1889, ext. 5013**. It is always a pleasure to be of service.

Sincerely,

Billy
William P. Simons, IV
President
E-mail: wsimons@rustinsurance.com

WS4/smp
Enclosures

**MARINE CORPS LEAGUE, INC.
MARINE CORPS LEAGUE AUXILIARY, INC.
MILITARY ORDER OF DEVIL DOGS AND DEVIL DOG FLEAS
NATIONAL HEADQUARTERS, DEPARTMENTS AND DETACHMENTS**

SUMMARY OF COVERAGES

JULY 1, 2023 TO JULY 1, 2024

COMMERCIAL GENERAL LIABILITY

Travelers Insurance Company, Policy No.660918X5830

\$2,000,000. General Aggregate (Other than Products/Completed Operations)
\$2,000,000. Products/Completed Operations Aggregate Limit
\$1,000,000. Personal and Advertising Injury Limit
\$1,000,000. Each Occurrence Limit
\$ 500,000. Fire Damage Limit (any one fire)
\$ 5,000. Medical Expense Limit (any one person)

Including:

- Host Liquor Liability - Members & Volunteers as Additional Insured
- Convention/Meeting Liability - Temporary Landlord as Additional Insured

Excluding:

- Professional Liability	- Sports/Athletic Contests or Exhibitions	- Employment Related Practices
- Liquor Liability/Parades	- Mechanically Operated Amusement Devices	- Workers' Compensation
- Abuse or Molestation	- Nuclear Energy/Pollution/Asbestos	- Automobile Liability
- Contractual Liability	- Bike-a-Thons/Fairs/Carnivals/Concerts/Guns	- Water Activities

IMPORTANT: *The Certificate of Insurance issued to you should be retained permanently in your files as evidence of your coverage. If you are required to provide evidence of insurance and/or add another party as "Additional Insured" in the policy, please complete the "Special Event Questionnaire/Certificate of Insurance Request Form" and return to Rust Insurance Agency. Any contracts you sign must be reviewed for their insurance requirement – adding an Additional Insured require underwriting approval.*

NOTES:

1. The limit of liability is **shared** by all departments, detachments and the National Headquarters.
2. Medical Expense coverage does not extend to members and volunteers nor does Members and Volunteers as Additional Insureds covers bodily injury to these individuals.
3. Certificate of Insurance should be obtained from anyone providing services to you (caterers, bus charters, contractors and other professional service providers). Request that the Marine Corps League is listed as an Additional Insured.
4. **NO** business contents or property coverage is provided to the departments & detachments.
5. This is a summary of the coverages provided. The actual coverage descriptions, conditions, and exclusions are in the original policy on file at the National Headquarters.
6. **Coverage Territory:** *The United States of America (including its territories and possessions), Puerto Rico and Canada.*
7. **Events Automatically covered up to 150 attendees:** Birthday Ball/Dinner Dances (1 per year per Detachment), Toys for Tots Collections, Member/Family Picnics, Selling food at ball games/stadiums, Golf Tournament (as long as the course is providing the alcohol), Art/Craft Shows, Fairs/Antique Shows, Casino Night/Wine Tasting and events near the water.

The following require additional Underwriting to determine eligibility/charge from Travelers - Events that exceed 150 Attendees:
Events where the MCL is serving alcohol to the public and Golf Tournament when MCL is providing alcohol.

EXCLUDED Events: *MCL Sponsored Parades, Motorcycle Rides, Athletic Events (except for Golf Tournament) and events involving guns/firearms, ammunition, etc. used for demonstrations, competitions, exhibition, or display. We can procure other insurance for these events for \$175 minimum premium.*

FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT:

RUST INSURANCE AGENCY, LLC
1510 H Street, NW, 5th Floor Washington, DC 20005
Attn: William P. Simons, IV
E-mail: billy@rustinsurance.com
Fax: (202) 776-5035
Tel: 202 776-5013
Toll Free: 1-800-235-1889, ext. 5013



MARICOR-01

SPRAK

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/26/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Rust Insurance Agency, LLC 1510 H Street NW 5th Floor Washington, DC 20005	CONTACT William Simons IV	
	NAME	FAX (A/C, No):
INSURED Marine Corps League, Inc. 3619 Jefferson Davis Highway, Suite 115 Stafford, VA 22554	PHONE (A/C, No, Ext):	E-MAIL ADDRESS: wsimons@rustinsurance.com
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: The Travelers Indemnity Company of America	
	INSURER B: Travelers Property Casualty Company of America	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			660918X5830	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP4752W660	7/1/2023	7/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS ADDITIONAL INSURED

-Subject to policy terms, conditions and exclusion.

CERTIFICATE HOLDER

CANCELLATION

Marine Corps League; Marine Corps League Auxiliary; Military Order of Devil Dogs & Devil Dog Fleas
Dept./Detachment: _____
Address: _____

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**MARINE CORPS LEAGUE, ETAL
SPECIAL EVENT QUESTIONNAIRE
(CERTIFICATE OF INSURANCE REQUEST FORM)**

DEPARTMENT/DETACHMENT: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____

E-MAIL ADDRESS: _____

DAYTIME PHONE #: () _____

FAX NUMBER: () _____

1. Describe Event: _____
(Meeting/Convention/Seminar, Booth, Reception, Picnic, etc.)
2. Are you the sponsor? If NO, name of main sponsor: _____
3. Date(s) of event: _____
4. Address of event: _____
5. Estimated attendance: _____ No. of Exhibitors: _____
6. Admission to be charged: \$ _____ Expected gross receipts: \$ _____
7. Will event be held indoors or outdoors? _____
8. Have you conducted similar events in the past? _____ If YES, has there been any claims/losses? _____
9. Describe past claims/losses, if any: _____
10. Describe security to be provided: _____
11. Describe first aid to be provided: _____
12. Will there be amusement rides or fireworks? _____
13. Will alcohol be served: _____
14. Are they complimentary or purchased by guests? _____
15. Are you serving the alcohol or contracting the service out? _____
16. If serving alcohol, what controls are in place to prevent over and underage drinking? _____
17. Describe any cooking to be done: _____
18. Does another party need a Certificate of Insurance other than what you already have? ____ If Yes, list name:
Name: _____
Attn: _____
Address: _____
Tel No: () _____ Fax: () _____
19. Does the other party require "ADDITIONAL INSURED" wording? ____ If YES, describe their interest: (landlord, owner of premises, lessor, event sponsor, etc.) _____
20. Have you agreed to "HOLD HARMLESS" the other party? ____ (attach a copy of your contract, permit, or agreement)

Signed: _____ Date: _____

NOTES:

- ♦ If a contract, permit or agreement has been signed, please attach a copy for review.
- ♦ If possible, please allow four weeks for processing.
- ♦ Events Automatically covered up to 150 attendees: Birthday Ball/Dinner Dances (1 per year per Detachment), Toys for Tots Collections, Member/Family Picnics, Selling food at ball games/stadiums, Golf Tournament (as long as the course is providing the alcohol), Art/Craft Shows, Fairs/Antique Shows and events near the water.

The following require additional Underwriting to determine eligibility/charge from Travelers - Events that exceed 150 Attendees:
Events where the MCL is serving alcohol to the public and Golf Tournament when MCL is providing the alcohol.

EXCLUDED Events: MCL Sponsored Parades, Motorcycle Rides, Athletic Events (except for Golf Tournament) and events involving guns/firearms, ammunition, etc. used for demonstrations, competitions, exhibition, or display. We can Procure other insurance for these events for \$175 minimum premium.

PLEASE RETURN COMPLETED QUESTIONNAIRE TO:

RUST INSURANCE AGENCY, LLC
1510 H Street, NW, 5th Floor

Washington, DC 20005

Attn: William P. Simons, IV

E-mail: wsimons@rustinsurance.com

Fax: (202) 776-5035 Tel: (202) 776-5013



DETACHMENT
TOYS FOR TOTS
AFTER ACTION REPORT

Submit to National MCL Toys For Tots Liaison

For Campaign conducted during October-December _____
Year

Department _____

Detachment Name & #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Detachment Toys For Tots Chairperson: _____

Phone: _____ Email: _____

Do you support a Marine Corps Reserve Center: _____ (Yes or No)

Reserve Center Name/Unit & Location: _____

City: _____ State: _____ Zip Code: _____

Do you support a Marine Toys For Tots Foundation Local Area Coordinator: _____ (Yes or No)

Name of Campaign Supported: _____

Is the Local Area Coordinator a US Marine/FMF Corpsman _____ ? (Yes or No)

Is the Local Area Coordinator a Marine Corps League Member/Associate/Auxiliary _____ ? (Yes or No)

Total number of toys collected by Detachment: _____

Total amount of monetary donations collected by Detachment: \$ _____

Noteworthy event(s) participated in or sponsored by Detachment: _____ (use additional paper if necessary)

Submit this form electronically by email or USPS mail to:

Craig Reeling

MCL National Toys For Tots Liaison

102 Tidewater Drive

Havre de Grace, MD 21078

Craig.Reeling@MarylandMarines.org

443-477-0670

Deadlines: 15 February for Mid-Winter Conference Report OR 15 July for National Convention Report (Only submit once per year.)



Detachment After Action Report (AAR)



Purpose:

To create awareness of the full support the Marine Corps League provides to the Marine Toys For Tots Foundation. To capture all data from local Detachments who support the Marine Toys For Tots program. To share lessons learned, marketing ideas and unique fundraising events with the MCL membership. To generate a report by the MCL National Toys For Tots Liaison for each National Mid-Winter Conference and National Convention. To encourage Detachments not currently involved with the Marine Toys For Tots program to come aboard.

Background:

Marine Toys For Tots is an official program of the Marine Corps Reserve. The **Marine Toys For Tots Foundation** is the official IRS 501(c)3 non-profit organization that administers the TFT program nationwide. They oversee both the Marine Corps Reserve Unit Coordinators and approved Local Area Coordinators. The Marine Toys For Tots Foundation currently requires all Local Area Coordinators and Marine Corps Reserve Unit Coordinators to submit a comprehensive AAR directly to the TFT Foundation at the end of each campaign season.

If a Detachment supports a Marine Corps Reserve Unit, your contributions are rolled up into their data. The MCL at the national level has no way to track or give you credit for all the hard work done by your Detachment.

If your Detachment is an official sponsor of a local campaign, MCL National will receive your data beginning with the 2018 campaign season.

Completing the MCL Detachment Toy For Toys AAR:

The form is self-explanatory. Just answer the questions. You may include any noteworthy or unique event flyers, marketing ideas, fundraising events or volunteer appreciation awards/certificates, etc.

We understand that Detachments who support a Marine Corps Reserve Unit may have trouble estimating the number of toys or monetary donations when conducting joint USMCR/MCL operations. Typically the USMCR takes all the toys and donations with them. Do your best. What we are really looking for are any MCL specific events or fundraisers that only the MCL participates in and donates directly to a USMCR program (i.e. #1-Det has a table in the local mall worked only by MCL membership and collects donations and toys...count those toys and monetary donations prior to handing them off the USMCR; #2-Det holds a Rifle Raffle with all proceeds going to TFT; #3-Det makes a monetary donation out of their Detachment funds to a local TFT campaign).

NOTE: A Local Area Coordinator, where the MCL Detachment is your sponsor, is NOT required to complete our internal MCL Detachment AAR unless you want to provide information that would be beneficial to the group.

Toys For Tots & MCL:

Detachment support of Toys For Tots must be coordinated with your Local Area Coordinator or Marine Reserve Unit Coordinator. That person is the only one who can authorize you to use Toys For Tots trademarked logos and should be made aware of any Toys For Tots monetary donations, toy collections or events in your area. Checks should be made payable to 'Toys For Tots' and given to the Local Area Coordinator for deposit.

Detachments can apply to become an official sponsor and create their own local campaign if you are in an area that does not have a TFT campaign or if the current TFT campaign covers a large area or multiple counties. Maybe the current program would support you breaking away and creating a separate campaign in your Detachment's area of responsibility. This needs to be coordinated with the current TFT campaign and the Marine TFT Foundation. Applications to become a new Local Area Coordinator must be submitted in the Spring. The TFT Coordinators Conference is held in September.

Frequently Asked Questions (FAQ's):

- **I am a Local Area Coordinator, do I need complete the MCL Detachment AAR?**
 - NO. Only if you wish to share unique ideas with the MCL. We will get your data directly from the Marine Toys For Tots Foundation.
- **Where do I submit my Detachment Toys For Tots AAR?**
 - Your Department level Toys For Tots Chairman or TFT Liaison, if one exists.
 - The Department should collect from each of their local Detachments and send them together as a group to the National TFT Liaison.
- **How does my Detachment sponsor a Marine Toys For Tots program in my area?**
 - Contact the Marine Toys For Tots Foundation at www.toysfortots.org and apply to become a Local Area Coordinator. Applications accepted in the spring.
 - Coordinate with your local Marine Reserve Unit if your detachment/city/town/county is located in their area of responsibility.
- **How do I identify what Toys For Tots campaign covers my area?**
 - Visit www.toysfortots.org and search by state and county. That will bring up the local campaign that covers your local city or county.
 - Each campaign has its own local Toys For Tots page as part of www.toysfortots.org. Local contact info should be posted here.
 - An example is 'MD-Harford' covers Harford County, Maryland (<https://harford-md.toysfortots.org>)
- **Can I abbreviate Toys For Tots as T4T?**
 - No. The Marine Toys For Tots Foundation would prefer you use TFT.
 - T4T is not an authorized abbreviation.
- **Who do contact with questions?**
 - First contact your Department Toys For Tots Chairman or TFT Liaison, if one exists.
 - Second contact the National Toys For Tots Liaison by email (preferred) or by phone.
- **Who has overall authority of the Toys For Tots program in my area?**
 - The Local Area Coordinator who has been approved by the Marine Toys For Tots Foundation.
- **Should the MCL and Toys For Tots work closely together?**
 - YES. The MCL should work closely with the Local Area Coordinator to provide Marine support. This is a great opportunity to showcase how Marines give back to their local communities.
- **Can my Detachment hold an event, fundraiser or become a toy drop site for Toys For Tots?**
 - Yes. Coordinate with your Local Area Coordinator.
 - Local Area Coordinator must approve of all TFT trademarked logo's (including the TFT Train) in flyers or documents.
- **What if my Detachment supports another kid's charity toy drive during the holiday season, do I need to complete the MCL Detachment AAR?**
 - No. The MCL would like to request the name of the charity your Detachment supports and if there is a reason you do not participate in the Toys For Tots program.
 - Forward that information in an email to the National MCL TFT Liaison.

Websites & Information

National: <https://www.mcleaguelibrary.org/>

This is the National website for the Marine Corps League organization. This site will have a large amount of information and forms, and many other things related to being a part of the organization to include a Detachment finder nationally, and updates for national conferences and conventions.

Northeast Division: <https://nedmcl.org/>

This is the website for the Northeast Division. It includes information for the division which includes New York, New Jersey, and Pennsylvania.

Department of New Jersey: <https://dnjmcl.org/>

This is our website for the Department of New Jersey. This is a great tool to use for all resources and information for Department and Detachment officers. You will find current events, information, Forms, and much more. Please check it often as the information is always updating.

Detachments:

Please check to see if your detachment has a website or Facebook page or some other sort of social media. These are great tools for communication and letting your members know what is going on locally.

The Marine Corps Rose

In 1778, during the War of Independence, the Marine Corps Rose was dedicated to those Marines who made the Ultimate Sacrifice for their country. This tradition was continued by the French during World War One when the Marines attacked the Germans in the trenches at Belleau Wood, Roses were planted by the grateful French people at the graves of the Fallen Marines. When and where ever you see Leaguers or Young Marines distributing these remembrances take and wear one proudly.

THE PROGRAM: Started by Marine Eddie Gallagher from New York, designed to parallel the VFW "Poppy" program to provide funds for detachments to assist veterans and youth and provide other services to the community.

- health and comfort items for hospitalized veterans.
- Support programs such as bingo or holiday parties for hospitalized or retired veterans in Retirement homes.
- scholarships
- assist youth programs
- Humanitarian Aid

HOW THE PROGRAM WORKS

- Purchase roses from MCL National Headquarters, Ships Store
- coordinate with local businesses or organizations to set-up a table or booth at their location
- use a coffee or other type container as a collections can
- Advertise what the Marine Rose Program is for and what the donations will be used for.
- Conduct each year in conjunction with the Marine Corps Birthday, or whenever you feel it will be most effective.
- Funds should not be used for the detachment's "general fund", to fund Detachment parties, cook-outs, Birthday Balls, etc. They should be used for the purposes stated above.

Note: The information provided here is a "guidance". Each Department and Detachment should consider their best use of the program.

To order the Marine Roses, [Click Here](#).

*30⁰⁰ Gross
Order through National*

ROSE PROGRAM

The Rose Program is supposed to be held in the fall. It is similar to the Poppy Program and is used in the same way. The monies generated from this program are used for charitable means. For instance the Veterans Hospitals, Children's Hospital, Scholarships, Cancer or Heart Association, Sunshine Foundation, Special Olympics etc.

First we must get permission from the proprietors of a business to be in front of their building and find out what dates we may be there. We then team up with members of our Detachment in whatever uniform is appropriate so we look alike. Some only have black trousers and white shirt, and League cover. Others may have dress blue trousers and white shirt. We can have daytime, afternoon and evening groups, what ever is convenient for those who are working the program. We like to get out there and do our job and get it done. This way it does not linger into the cold weather.

The program can only work if we are willing to spend the time and do the job right. The more people the faster it is over and the less time you have to go out. The more money we take in the more we can do with it.



**1775 DETACHMENT
705 NEWTON AVE.
OAKLYN, NJ 08107**



To Whom It May Concern:

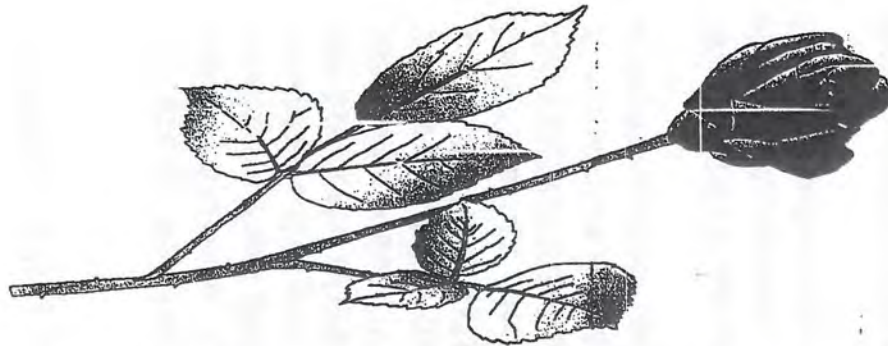
We are the Marine Corps League, which consists of all former and current Marines. This is a nationwide organization. Each year we conduct a Fund Drive. The time is now approaching and we are reaching out to you. It is called the MARINE ROSE PROGRAM and is similar to the POPPY PROGRAM,. All monies generated from this are used to go toward Veterans Homes and Hospitals during the year for parties and other functions of them. Other projects are TOYS FOR TOTS, SCHOLASHIPS FOR CHILDREN OF veterans and food baskets for the needy during the holidays. We also help out the CHILDREN'S HOSPITALS. Our newest project is supporting families of our service men and women that have been deployed overseas. We also put together packages of supplies they desperately need.

We CANNOT use any of the monies for our own personal maintaining of our Detachment. All monies must be utilized before we begin our drive the following year.

Our Program will be starting in September and run till November. We would like to know if you would be so kind as to allow us to be in front of your place of business to promote this Program.

For God & Country

Semper Fidelis



MARINE ROSE PROGRAM

**THE MARINE ROSE IS DEDICATED TO
THOSE WHO HAVE SERVED,
FOREVER REMEMBERED**

**MARINE CORPS LEAGUE
1775 DETACHMENT
705 NEWTON AVENUE
OAKLYN, NEW JERSEY 08107**

***Semper Fi* The Magazine of the Marine Corps League
Submission Guidelines**

***Semper Fi* The Magazine of the Marine Corps League™**, is published bimonthly for the League by Hammock Publishing, 3322 West End Avenue, Suite 700, Nashville, TN 37203; telephone: (615) 690-3400, fax: (615) 690-3401.

EDITORIAL CONTENT: *Semper Fi* The Magazine of the Marine Corps™ League reports on the activities of the Marine Corps League. The League is the only Federally Chartered Marine Corps related veterans organization in the country. It was founded in 1923 by Gen. John. A. Lejeune and chartered in 1937 by Congress. Members of the Marine Corps League join together in camaraderie and fellowship to preserve the traditions and promote the interests of the United States Marine Corps; to effectively promote the ideals of American freedom and democracy; to voluntarily aid and render assistance to all Marines and former Marines and to their widows and orphans; and to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

The Magazine's content focuses on current activities, events and issues of importance to the U.S. Marine Corps; on the history and traditions of the Corps; and on activities of the Marine Corps League and the programs it supports (more information is available at www.mcleague.org). We also publish member articles on these subjects as well as on memorable events in their Marine career.

Feature articles average 1,500–2,500 words. Items for non-fiction departments (except Roll Call and Attention on Deck – see below) should not exceed 500 words. We do not publish fiction.

As a non-profit, non-partisan organization, the Marine Corps League cannot and does not take positions on political issues or involve itself in politics. Do not submit articles arguing for or against a particular party, candidate or issue, or include partisan references in articles.

SUBMISSIONS: We prefer to hear story ideas rather than receive unsolicited articles. The most successful queries are tightly focused and contain a unique perspective. **Direct queries to Bill Hudgins at bhudgins@hammock.com.**

To be considered as a freelance writer and entered into Hammock Publishing's database, please submit résumé and samples of previously published work. If return is desired, please include SASE and correct postage. Deadlines are usually 90 days before publication.

RIGHTS: We purchase first North American periodical rights of submitted materials and the unrestricted right to use such materials for promotional purposes, unless a restricted use has been agreed to in advance. All additional rights to be negotiated, including electronic usage on Web sites other than those owned or maintained by Hammock Publishing, Inc. Requests by third parties to use published material will be referred to the author.

The *Semper Fi* editorial staff may revise, edit, condense or otherwise alter the submission. Alternatively, the editor may return it to you for further editing, revision or modification at no additional fee.

MARINE CORPS LEAGUE MEMBER SUBMISSIONS: Unsolicited manuscripts on appropriate topics received from League members will be given fair consideration for inclusion. These may include reminiscences of events or people. Please contact the editor to discuss length. The League reserves the right to edit or reject any member submission.

"ROLL CALL" & "ATTENTION ON DECK": The "Roll Call" department is intended for photos and brief descriptions of Marine Corps League members and detachments in action. Photos should not be blurry or dark and must clearly depict League members and activities. Members' clothing must meet MCL Uniform standards. Digital photos must be high-resolution – check your digital camera manual on how to set your camera to do this. Generally speaking, the bigger the digital file, the higher the resolution. Please clearly identify the persons in the photos and provide contact information in case we have questions.

Please submit Roll Call items to MCL Headquarters for review: via E-mail to SemperFi@MCLeague.org or post to Marine Corps League National Headquarters, P.O. Box 3070, Merrifield, VA 22116.

The "Attention on Deck" department announces reunions and similar gatherings, and also contains requests for information about former comrades. Please submit those to MCL HQ as indicated above.

"LETTERS TO THE EDITOR": *Semper Fi* welcomes comments from its readers. Please limit your letters to no more than 300 words; we sometimes use photos with letters, so please consult the guidelines for photography here. The League reserves the right to edit or reject any letter. Submit letters to MCL Headquarters: via E-mail to SemperFi@MCLeague.org or post to Marine Corps League National Headquarters, P.O. Box 3070, Merrifield, VA 22116.

FORMATS FOR ARTICLE SUBMISSION: We require authors submitting feature articles to do so in digital formats for all manuscripts and captions submitted, with supporting "hard" copy if special character treatment is required. Submit manuscript and captions electronically as an attachment and/or as the body of an e-mail. Do not send large attachments such as picture files unless you have secured prior approval to do so.

Submissions to "Letters," "Roll Call" and "Attention on Deck" may be done either digitally or as hard copy.

SOURCES AND STYLE: We expect writers to double-check their facts and be able to vouch for every phone number, date Web address, name spelling, etc., in a story. We also require a list of sources with contact phone numbers for fact-checking purposes. Generally we follow AP Stylebook, with some exceptions. (See below.) Please single-space between sentences.

PHOTOGRAPHY: If your article package includes photographs and/or other graphics material, please observe the following requirements. Images must be either good-quality color transparencies or 35-mm slides; color photographic prints (not laser-print copies); or high-resolution digital images. A caption sheet must accompany the submission. Black and white prints are not welcome unless previously discussed. Include usage releases and permissions.

SUBMISSION DEADLINES FOR ROLL CALL, ATTENTION ON DECK AND PRESS RELEASES:

January/February issue: Nov. 1

March/April: Jan. 1

May/June: March 1

July/August: May 1

September/October: July 1

November/December: Sept. 1

Send completed materials to bhudgins@hammock.com. If you have any questions please call (615) 690-3406 or e-mail bhudgins@hammock.com.

Editorial and Layout Style Guide for *Semper Fi*:

Follow AP Stylebook in most cases. Here are specific requirements:

- Use two-letter USPS abbreviations for names of states.
- Dates are as follows 10 November 1775; or 10 November if the year is clear.
- No spaces between em-dashes and surrounding text/punctuation.
- Use en-dash between numbers (separating exchange & last digits of phone numbers, hours of operation, dates, etc.).
 - Telephone numbers in the form (202) 628-1776.
 - E-mail or e-mail, Internet, Web site
 - Capitalize all titles and ranks.
- Military personnel on first reference: Rank and name. So, PFC Bill Hudgins. People on second reference: Rank and last name—PFC. Hudgins. Similarly for elected officials: President Barach H. Obama; President Obama. Rank may be abbreviated as follows when used with a name: 1stLt., Capt., Maj. LtCol., Col., BGen., MajGen., LtGen., Gen., Commandant; Pvt., PFC, LCpl., Cpl., Sgt., SSgt., GySgt., MSgt., 1stSgt., MGySgt., SgtMaj.
- Do not break or hyphenate Web sites or e-mail addresses (except after @ sign, if necessary). If the Web address or e-mail address is longer than the column, you can break it, but don't use a hyphen (too confusing). If necessary, rewrite sentence to avoid breaking.
- Do not use politically incorrect terminology, even if it is historically accurate.
- The names of ships should be italicized; e.g., *USS John C. Stennis*
- Ellipses: one space before and after, no space between periods (ex: I am here ... you are there.)



MARINE CORPS LEA

National Headquar

[Home](#) [Search](#) [Discussion Board](#) [Login](#)

Semper Fi

Please, Make a Donation to the Marine Corps Leagu

Marine Corps League Scholarship 2010

Dear Applicant:

Welcome to the Marine Corps League National Scholarship Page. *The Scholarship requirements have been revised, so please review the requirements and application ca*

Note:

**A MINIMUM 'B' AVERAGE (OR EQUIVALENT ON GPA SCAI
REQUIRED.**

**YOU ARE NOW REQUIRED TO SUBMIT A TRANSCRIP
VERIFICATION OF YOUR GPA.**

If your application is approved, you will be notified by mail on or before 15 (postmarked). Upon notification, you will be required to send proof of enrollment for postmarked no later than 1 November 2010. Once all requirements have been received, submitted to the Marine Corps League Foundation for issuance of the scholarship award. Treasurer will issue the Awards during the month of December 2010.

It is your total responsibility to ensure that all phases of the application are *Comp* including the Sponsorship Section and the Detachment/Unit Information. A coj official transcript must accompany your application. Your application will n should all of the requirements not be received by the committee. No application wi please make a copy of the application for your records.

Should you have any questions, please contact me at (251) 689-7167 or mobilemcl@ behalf of the Marine Corps League and the National Scholarship Committee, we receiving your application, and we wish you the best in your future academic endeavors

Semper Fidelis,
Cal Walters
Chairman

The Semper Fi Store



Main Menu

- ▶ Home
- ▶ The Semper Fi Store
- ▶ News
- ▶ About the League
- ▶ Find a Detachment
- ▶ Membership

SCHOLARSHIP PURPOSE, ELIGIBILITY & REQUIREMENTS FOR 2010

PURPOSE - To grant Scholarships to qualified applicants who are pursuing full time technical training at a full time recognized institution. Scholarships may be awarded i four (4) years. (Does not have to be consecutive years.)

MUST BE
DOWNLOADED
ON NATIONAL
web site

DEPT SCHOLARSHIP

**MARINE CORPS LEAGUE
DEPARTMENT OF NEW JERSEY
AND
MILITARY ORDER OF THE DEVIL DOGS
PACK OF NEW JERSEY
SCHOLARSHIP APPLICATION**

This scholarship is intended for Department of New Jersey Marine Leaguers

PLEASE INCLUDE A TRANSCRIPT OF GRADES WITH THIS APPLICATION

Applicant's Name

Applicant's Address

Applicant's Telephone Number

High School Attended

Number of brothers and sisters living at home

List any brothers and/or sisters attending post-secondary school or collage

Name	Collage attending

Father's full name

Father's occupation

Mother's full name

Mother's occupation

College you plan to attend

Tuition cost

MUST BE

DOWNLOADED ON

DEPARTMENT
web site

WHAT IS THE MILITARY ORDER OF DEVIL DOGS?

The Marine Corps League, formed in 1923 by members of what had been the Marine Corps Veterans Association, assimilated more than 40 existing marine oriented organizations that sprang up following the end of World War I. Comprised largely of veterans of the fierce fighting between the Fifth and Sixth Marine Regiments and the Germans, these returning veterans of the Great War ("the war to end all wars") were called "Teufelhunde" by their German adversaries, literally meaning "*Dogs of the Devil*", or as we now know, **DEVIL DOGS**. Legend has it that, because our Marines were so undersupplied during the battle of Belleau Wood; that, when they engaged the Germans in hand-to-hand combat, they bit them!

These battle-hardened marines who, for all time, earned for ensuing generations of Marines the title "**DEVIL DOG**" nearly 83 years ago on 6 June 1918, were a part of the *American Expeditionary Forces (AEF)* commanded by General John J. "Black Jack" Pershing. They had set sail on 14 June 1917 under orders from Marine Corps Major General Commandant George Barnett as a "**Force in Readiness**." At the time, the total strength of the US Marine Corps, worldwide, stood at 511 officers and 13,214 enlisted men. Landing in Europe, they included two-time Medal of Honor recipient First Sergeant Dan Daly. Colonel A. W. Catlin, a Medal of Honor recipient at Vera Cruz, was evacuated from Belleau Wood after having been shot by a German sniper. Gunnery Sergeant E. A. Janson (who served in the Corps as Charles Hoffman) earned the first Marine Medal of Honor for saving his command, the 49th Company.

At the end of the battle for Belleau Wood, 1,062 Marines lay dead. The French General commanding the Sixth Army ordered that Belleau Wood (**Bois de Belleau**) be henceforth known as "**Bois de la Brigade de Marine**".

Seven marines would ultimately be awarded the Medal of Honor for their actions during World War I. Alphabetically, they were: Sergeant Louis Cukela, Gunnery Sergeant Ernest A. Janson, Private John J. Kelly, Sergeant Matej Kocak, Corporal John H. Pruitt, Gunnery Sergeant Robert G. Robinson, Gunnery Sergeant Fred W. Stockham and 2nd Lieutenant Ralph Tabot. The Medal for Stockham was not authorized until 15 July 1939; and, only after Marine Corps Commandant-designate Major General Clifton B. Cates prevailed on the Congress and President Roosevelt to enact special legislation awarding the medal posthumously on the recommendation of then Lieutenant Cates the day after the action.

Following the establishment of the Marine Corps League, the leadership of the League decided that the delegates assembling in convention needed some time during their serious deliberations to blow off steam." As a result, the **MILITARY ORDER OF DEVIL DOGS** was organized and created in 1939, in Boston, MA; and, granted a charter as a subsidiary organization of the Marine Corps League on 19 March 1940.

From those early years, the **MILITARY ORDER OF DEVIL DOGS** (the Order) has grown to a strength of over 4,600 members. The Order is organized in nearly every state where there is a Marine Corps League presence. Now in its 62nd year, the Order boasts a semi-permanent headquarters in Michigan and a full-time Kennel Dog Robber/National Executive Secretary. The Order also distributes a bi-monthly publication, the "*Woof-O-Gram*". This brief description of the Order is a result of PDD George E. Williams' many, many hours of research of the Order's origins and its history since 1939.

The Order, the **FUN AND HONOR SOCIETY OF THE MARINE CORPS LEAGUE**, is comprised of only regular members of the League who have been recommended for membership by 2 members of the Order. Each member undergoes a series of initiations. First, as a Pup, in their Pound (the local organization, the basis of the Order); then, as a Devil Dog in their Pack (the State organization which meets during a Department Convention); and, finally, as a Pedigreed Devil Dog at the Supreme Growl held in conjunction with the National Convention of the League. Each degree must be held for one full year before candidacy for the next degree may be considered.

Each year, up to 75% of our net income is allocated to a children's hospital or facility providing for the needs of sick children. This year, the Order's contribution will go to the Shriner's Hospitals for Crippled Children.

As Marines, as members of both the League and the Order, as veterans of all the wars of the twentieth century, as well as service in peacetime; we subscribe to the:

DEVIL DOG'S CREED

By PDD George E. Williams, August 1989

I am an American; I was born in France. I have held the title of United States Marine, and understand the commitment of holding the title, **DEVIL DOG**. It is a tradition born at Belleau Wood in the year 1918, of a force in readiness and the "First to Fight." As a **DEVIL DOG**, I ask no quarter and give no quarter. I will do everything in my power to uphold the objectives of the **MILITARY ORDER OF DEVIL DOGS** and to carry out my duties to a swift and satisfactory completion.

THE MILITARY ORDER OF DEVIL DOGS

WHAT IS IT? WHAT DOES IT DO? WHO BELONGS TO IT? HOW DO YOU JOIN?

WHAT IT IS - The Military Order of the Devil Dogs is the fun and honor society of the Marine Corps League.

WHAT DOES IT DO - It promotes good fellowship amongst the members of the different Marine Corps League detachments. The Order provides amusement and entertainment at all gatherings of the League, when and where advisable. It assist's in the accomplishment of all programs and objectives of the League, preserves and strengthens the principles and ideals of the League, and maintains true allegiance to the United States of America and it's constitution and laws. It fosters and extends American institutions of freedom and defends America against all enemies whatsoever. The Order is also very active in raising funds for different charities.

WHO BELONGS TO IT - The Military Order of the Devil Dogs is made up only of members of the Marine Corps League. The Order accepts only the most worthy of League members.

HOW DO YOU JOIN - You must be a paid up member in good standing in the Marine Corps League. The applicant must be active in his/her detachment and must request membership in the Order. He or she must be recommended by his or her Detachment Commandant and be sponsored by two Devil Dogs or Pedigree Devil Dogs. The applicant is then interviewed by the members of the Pound at a Pound Growl. If accepted, the applicant must undergo an initiation and swearing in ceremony. The he or she becomes a Pup in the Order.

ORGANIZATION - The Pound is on a local level and is usually made up of members of different Marine Corps League Detachments. On the state level there is a Pack, and on the National level there is the Kennel. There are three different degrees in the Order. The lowest degree is that of Pup. The next highest degree is that of Devil Dog. The highest degree is that of Pedigree Devil Dog. The Pup wears a black ribbon, the Devil Dog wears a red ribbon and the Pedigree Devil Dog wears a gold ribbon. The ribbon is worn around the neck and a Dog Tag is attached to it.

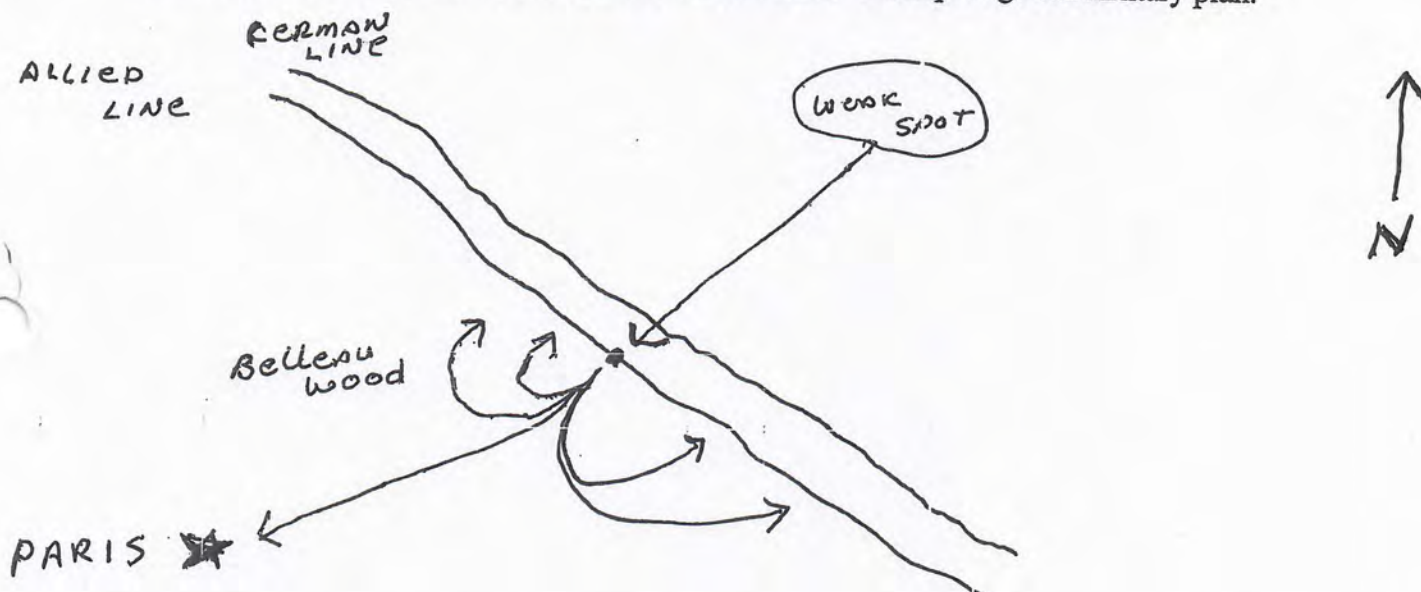
The head of the Pound is called the "Poundkeeper" The head of the Pack is called the "Pack Leader" The head of the Kennel is also head of all Devil Dogs and is called "Honorable Chief Devil Dog".

The Orders many charitable donations not only help people, but also builds good public relations for the Order, the League, and the United States Marine Corps.

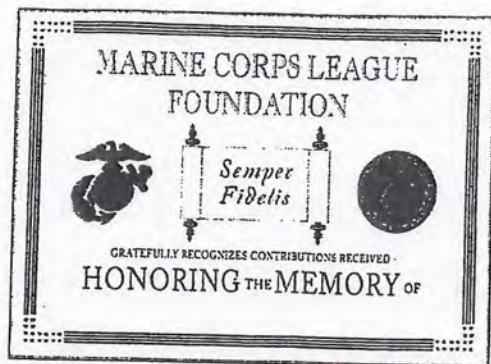
DEVIL DOGS - HOW THE MARINES GOT THE NAME by Marine Corps history buff Rich Basile.

This is just my theory and opinion.

During World War I, the Germans and the Allies were virtually at a stalemate after years of warfare. In 1917 the Americans were just getting into the war but the German High Command thought it would be too little too late. By the spring of 1918 there were Americans fighting alongside the British and French, but not in any great number. At this time the front lines were only 40 miles from Paris. The German High Command believed if they took Paris that would end the war. Their plan was simple, to breakthrough a weak spot in the line and speed to Paris and in the process they would be behind the front lines and able to attack the weak rear. A simple age old military plan.



They picked what they thought was the weakest spot in the line. A sector named Belleau Wood, this sector was manned by American Marines, a relatively small military unit, who in their entire history had never fought a battle with anything larger than a battalion, if that. Their entire history was mostly firefights, skirmishes, train guards and legation duty. They were mostly draftees, green untried troops never tested in combat. What better place to breakthrough. Well we all know the story, we learned it in boot camp.



Memorial Certificate Program

Marine Corps League Foundation

www.mclfoundation.org

Marine Corps League Foundation

P.O. Box 3070

Merrifield, Virginia 22116-3070

Memorial Certificate Program

Certificate Levels

Red Folder w/ Certificate

\$25.00 to \$74.99

Framed Certificate

\$75.00 to \$249.99

Plaque Mounted Certificate

\$250.00 & higher

Name of Honoree to be on the Certificate

Donor's Name/s _____

Relationship to Honoree _____

Address _____

City _____

State _____ Zip _____

Phone _____

Email Address _____

Enclosed is my check made payable to:
Marine Corps League Foundation
(Provide Honoree family's address
if mailed directly to the recipient)

The Foundation was formed in 1989 as a non-profit 501c (3) educational and charitable entity for the Marine Corps League.

The Foundation would like to take this opportunity to make a suggestion for all Leaguers and Detachments to consider when deciding the best way to honor a departed friend, member, Marine or any departed acquaintance. This solution provides a win - win answer to the question of what is an appropriate way to pay our respects when someone passes.

When a donation is sent to the Marine Corps League Foundation, a certificate embossed with a gold Marine Corps Emblem and a gold and red Marine Corps League seal can be requested for presentation to the family. Upon your direction the certificate can be returned to the donor for presentation or it can be sent to the family directly if an address is provided. The certificate acknowledges a donation made to the Foundation in memory of the deceased and includes the name on the certificate.

This certificate provides a lasting tribute for the family to keep whereas flowers are gone and forgotten within days. The other side of this winning idea is the support it provides to the League scholarship and youth programs.

Many Detachments and Departments have adopted a policy of automatically sending a donation when they lose a member. This certificate can be provided based on individual or unit donations and can be used to honor not only Marines but Auxiliary members and any others you wish to recognize and show your respect.

Please help your Marine Corps League scholarship and youth programs by considering this alternative in the future. Some Departments have elected to donate in memory of Marines from their state that have been killed in the War on Terrorism. It would be appropriate to honor any Veteran in this manner.

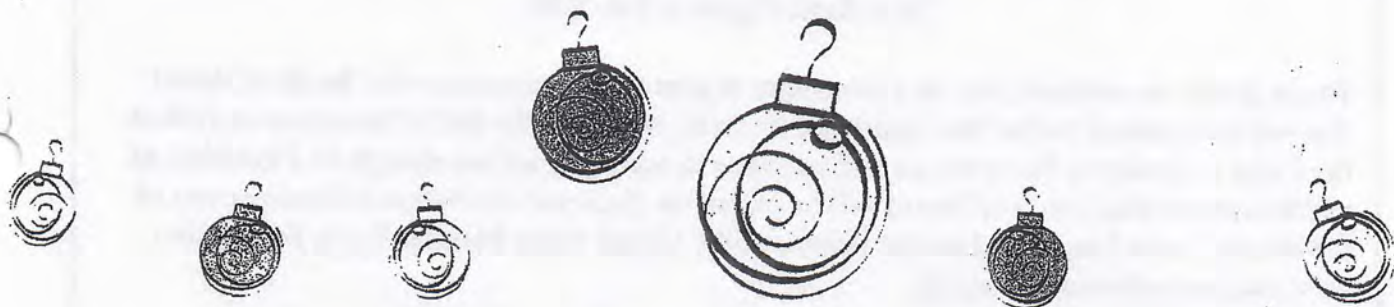
Tree of Lights



The Tree of Lights is an annual fundraiser sponsored by the United States Marines Youth Foundation to benefit the Marine Corps League's Youth Fitness Program. Each year, tree lights in various colors are sponsored by Marine Corps League Detachments and Auxiliary Units, Marines, Members of the Greater Marine Corps Family and Friends of the United States Marines Youth Foundation. At the Tree Lighting Ceremony, held on Marine Corps Base Quantico, the lights are illuminated while General A. M. Gray, Chairman of the Board and 29th Commandant of the Marine Corps, reads the Scroll of Honor. The Scroll is the list of all those who generously donated to the Tree of Lights.

There are three types and six levels of sponsorship opportunities through the Tree of Lights. Donations can be made: In Memory of, In Honor of, or as a Year-End Gift. The Lights are available in the following colors: Red (\$500), Gold (\$250), Blue (\$100), Green (\$50), White (\$25), and Clear (\$10). As a sponsor, your name will be listed on the Scroll of Honor, which is unveiled during the Tree Lighting Ceremony and displayed at Marine Corps League National Headquarters during the year. The Scroll is also posted on the Foundation's website: (www.marineyouthfoundation.org).

For further information on the Tree of Lights, Youth Fitness Program or Tree Lighting Ceremony; please call (703) 207-9690.



Registration Form

Person or Organization Giving the Light _____

Address _____

City _____ State _____ Zip _____ Phone _____

TYPE OF GIFT:

☐ IN HONOR OF _____
(List name as you would like it displayed on the Scroll of Honor. One name per light, please.)

☐ IN MEMORY OF _____
(List name as you would like it displayed on the Scroll of Honor. One name per light, please.)

☐ YEAR-END GIFT to the United States Marines Youth Foundation

TYPE OF LIGHT: _____ \$500 Red Light
_____ \$250 Gold Light
_____ \$100 Blue Light
_____ \$50 Green Light
_____ \$25 White Light
_____ \$10 Clear Light

You will, of course, receive a Thank-you Letter. If you would also like to have an Acknowledgement Letter sent to the family of the person you are honoring, please tell us whom you would like the Acknowledgement Letter to go to:

Name _____

Address _____

City _____ State _____ Zip _____

Send with your check payable to:

U.S. Marines Youth Foundation
P.O. Box 3070
Merrifield, Virginia 22116-3070

Forms should be received prior to 2 December to guarantee inclusion on the Scroll of Honor that will be displayed at the Tree Lighting Ceremony, which will be held 6 December at 1100 at the Clubs at Quantico. However, we will continue to accept donations through 31 December, at which time the final Scroll of Honor will be placed on display at the National Headquarters of the Marine Corps League and on the website of the United States Marines Youth Foundation, www.marineyouthfoundation.org.

SECTION 5

MARINE CORPS LEAGUE PROFESSIONAL DEVELOPMENT PROGRAM

PUBLIC RELATIONS



VII. Public Relations	Page
A. Definitions and Terms	3
B. Getting Started	3
C. How to write a press release	4
D. Media Advisory	5
E. Cautions (What not to do)	6
F. Useful Phrases to use	6
G. Examples	6

PUBLIC RELATIONS

Public Relations helps to create greater Public Awareness, vision, and our mission about who we are, what we do, and why we do it.

DEFINITION OF TERMS

Public relations:

Creating or changing the attitudes, beliefs and perceptions of people by influencing them - primarily with information disseminated through the media.

ADVERTISING

Creating or changing attitudes, beliefs, and perceptions by influencing people with purchased broadcast time or print space.

MARKETING

A plan to inform an audience about a product or service so they will become customers. Marketing includes publicity, but also includes research, pricing, sales, distribution, packaging and advertising.

WHY?

- New members
- Volunteers
- Donations of cash, goods and services
- Community recognition

GETTING STARTED!

- Develop a timetable
- Set priorities
- Create a contact file
- Media: news print, tv, etc.
- Contact person, title, fax #, e-mail, phone #, address (collect business cards)
- Criteria: time frames, space, contact method
- Photos (b/w? Color?) Will they send a photographer to an event?

WHO?

- Newspapers
- Magazines
- Radio
- Community access cable television
- Chamber of commerce
- Veteran groups
- MCL Department newsletter

- “Semper Fi” magazine
- Internet
- Web page
- Service groups

WHAT?

- Meetings
- Installation of officers
- Award presentations
- Parades/Color Guards
- V.A.V.S.
- Toys for Tots
- Social functions
- Detachment picnic
- Bus trips
- Dates important to Marines
- Marine Corps Birthday - Nov. 10
- Patriotic Holidays

HOW?

Press release for immediate release

- Who? - MCL
- What? - Toys for Tots
- When? - Date, time
- Where? - Mall, center court
- Why? - Toys for needy children at Christmas
- How? - One new unwrapped toy for any age child

HOW TO WRITE A PRESS RELEASE

1. State the event, award or item that you want publicized in the first paragraph. Don't embellish. Editors want to "quick read" what you are trying to communicate as quickly as possible, then make a decision on its news worthiness.
2. Names make the news. Who is it? What is their age? Where do they live? What do they do and why is it that you are seeking exposure for this person? When is the event, if that is relevant, and how is it going to be held. Full names are necessary and a way to reach the person is usually important. Editors and Reporters want to talk to the person you are writing about, not a public relations spokesperson. A PR agent may be number two in important contacts to make.

3. Always include a photograph, if possible, especially if it's a routine announcement. Pictures usually give you more space and editors like to use them because they make a newspaper page more interesting. If a color photo or more professionally done picture is called for, give a "photo op" time that the subject(s) can be photographed.
4. Have somebody else in your company, family, etc. read your press release and search out questions that are unanswered. Newspaper people are very curious and want to know all there is to know even if they don't use everything because of space limits.
5. Be concise; try to get all the facts in 3-5 paragraphs. Send along an additional fact sheet about your company, firm, etc. as a resource. Be sure to supply relevant phone numbers.
6. Don't try to write a story about the item for which you want publicity. Just give us the facts - it's our job to write the story. Most editors don't have the time to pore over multiple page press releases, so try to keep everything on one page.
7. After sending in a news item, it's always good to call the newspaper and ask if the press release was received. It's acceptable to ask if and when the item will be used, but don't quiz a reporter or news clerk, ask for an editor. Normally, he or she will be the only person who can help you.
8. Most news editors are looking for human-interest stories that intrigue a wide variety of people. They are not seeking to promote a particular business but often that happens in the telling of a story. If promoting the company is a primary motive that will be a turn-off not only to the editor but also the reporter who writes the story. If motives are pure and writer detects that, often we will go the extra mile to make sure your company gets the credit it deserves.

MEDIA ADVISORY

- Best for television
- Only for newsworthy announcement
- Short and to the point
- Not the same as calling a press conference

Other info:

- Contact person - name, telephone
- Identify people - in photo, officers

Short, handwritten note - "Joe, hope you can help us out with this. The (name of your detachment), appreciates your support.

Thanks. Bill"

FORMAT

- Detachment stationary
- All correspondence should be typed!
- Correct spelling
- Photo (people identified)
- Brief, concise, pertinent information, your name and phone # Info sheet on MCL
- Follow up phone call

CAUTION!!!

- Don't send press release without approval of Commandant
- Don't ignore guidelines set down by contact person
- Don't use lengthy press releases
- Don't overextend yourself - it's quality not quantity that counts
- Don't infringe on neighboring Detachment's area

USEFUL PHRASES

- Once a Marine, always a Marine
- Active duty, Reserve and Honorably Discharged
- Semper Fidelis
- To preserve the traditions and to promote the interests of the USMC
- A Band of Brothers

EXAMPLES OF MEDIA RELEASE

#1

The **(The name of your detachment)** Detachment, Marine Corps League, invites **ALL AREA MARINES, FMF Corpsmen and FMF Chaplains** to our next meeting, (day), (date), (time). At the (place – name and address).

The **TOYS FOR TOTS** program is now underway and donations of new toys, contributions, and volunteers are welcome. For Additional information or directions call: (contact phone number)

Semper Fidelis

#2

The (your detachment) Detachment, of the Marine Corps League welcomes ALL AREA MARINES, FMF Corpsmen and FMF Chaplains to our Annual Picnic at the (location) on (day, date). This is a Family Picnic so bring the Kids. There will be games, lots of food, and a good time for everyone. For details call (name, phone #).

Semper Fidelis

#3

The Marine Corps League, (your detachment) Detachment, seeks Corporate support for the Wheelchair Bus Fund of the V.A. Hospital in (location). We are an IRS 501 c (3) charitable organization, and donations are Tax Deductible. For information on how you can help, call (name) at (phone #).

WHEN YOU'VE DONE YOUR BEST

The editor may:

- Correct misspell words
- Omit contact info
- Run press release after the event
- Not run it at all!!!

What do you do???

- Contact your contact
- Why did it happen?
- What can you do to prevent it from happening again?

"KEEP" YOUR COOL

WHAT ARE YOUR COST

- Time
- Phone calls
- Postage
- Letterhead
- Copies
- Photos copy expenses

AND IN THE END REMEMBER

- Who? What? When? Where? Why? How?
- Follow the guidelines of the editor

- Be brief
 - Type
 - Keep an accurate file
 - Have commandant's approval
- In the eyes of the general public, you represent the entire Marine Corps League.

Use your media sources

Use your connections

Use your imagination

You are the few the proud the Marines

AVAILABLE IN MOST LIBRARIES

- Bacon's Publicity Checker
- Beals, Melba - Expose Yourself - Using The Power Of Public Relations To Promote Your Business And Yourself
- Clay, Roberta - Promotion In Print - A Guide For Publicity Chairmen
- Gale Directory Of Publications And Broadcasting Media
- Gebbie Press - "All In One" Directory
- Harris, Morgan - Now To Make News And Influence People
- Mallory, Charles - Publicity Power - A Practical Guide To Effective Promotion
- Thesaurus
- The Broadcasting Yearbook
- The Working Press Of The Nation
- Turner Broadcasting

END OF LESSON PLAN 7



ADOPT A HIGHWAY



Pictured here is the SSgt Karl G. Taylor, Sr. Detachment 1084 of Howard County, Maryland

WHAT IS ADOPT-A-HIGHWAY ?

Adopt-A-Highway program allows volunteer groups to pick-up litter along non-interstate roadways as a community service.

WHO CAN ADOPT-A-HIGHWAY ?

Any family, business, school or civic organization can adopt a state maintained highway.

HOW TO ADOPT-A-HIGHWAY !

Call your local Maryland State Highway office for a list of adoptable roads, complete an agreement, safety training, pick-up your supplies and you are ready to go !

WHAT IS THE RESPONSIBILITY OF THE ADOPTING GROUP?

As the adopting group, you agree to pick-up litter from your section of roadway (1-3 miles) four times a year for a two year period.

WHAT IS THE RESPONSIBILITY OF THE STATE HIGHWAY ADMINISTRATION ?

The State Highway Administration (SHA) will supply the group with:

Orange safety vests

Hats

Trash bags

Two adopt-a-highway metal signs with group name

Two SWAT (Stop Waste and Trash) roll-up caution signs

Safety literature and video

Recruiting Tool's



Organizational License Plates are available to Members.



Why you should have on all your vehicles?

1. Marines will approach you. Great time at ask if they are in the MCL.
2. Potential USMC Recruits will ask about your service.
Great time to encourage them to visit a local recruiter.

All USMC Recruiter's have these decals.
If its for your personal use, they'll have no problem giving one or two.

Advertize the MCL with your Vehicle



As Marines we love our USMC decals, etc.
Advertize more than just USMC, add MCL decals too.

*Add a
Website Address*

Marine Corps League
License Plates



MAKE A LOGO FOR YOUR DETACHEMNT



Chartered June 1991



Anne Arundel County

Detachment 1049

Post Office Box 804
Severn, MD 21144-0804

HAVE A DETACHEMNT COIN MADE



OR buy some from National "SEMPER FI Store"



Coin can be given to new recruits, veterans on parade route, local leaders,
ata boy for members, eagle scouts, etc

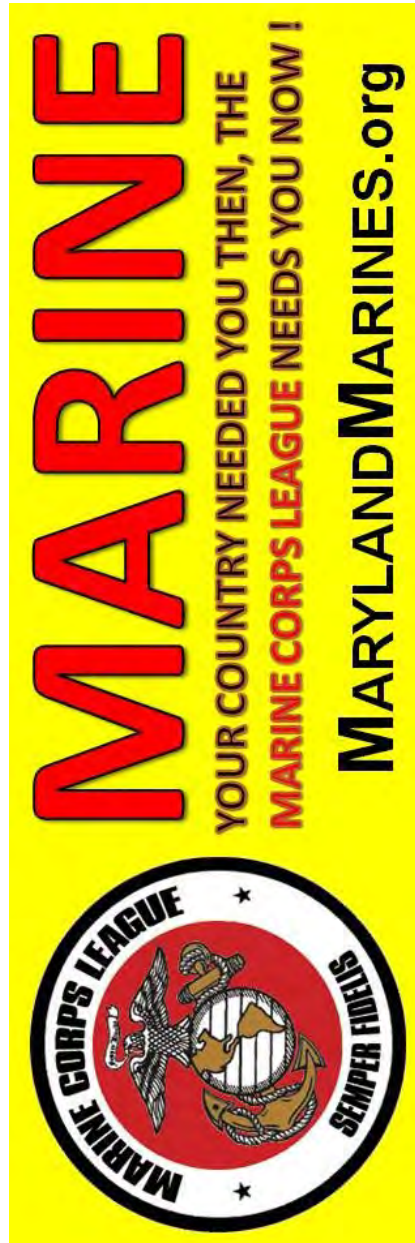


Does your Detachment have road signs leading into the town or county you meet in?

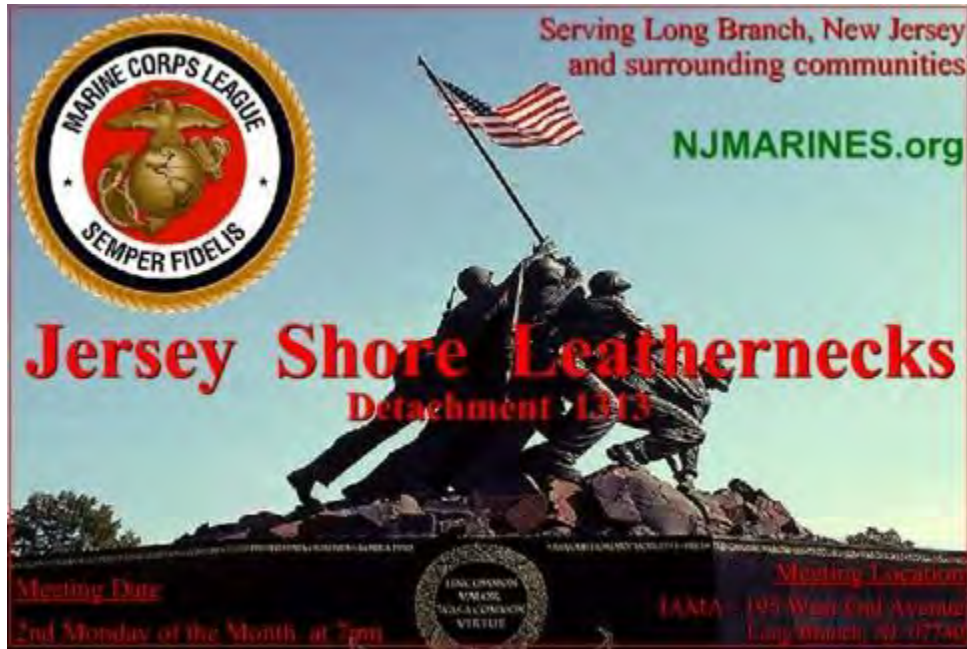
They should include the meeting dates and location and/or website.

This is so prospective MCL recruits can find you.

Bumper Sticker
OR
Use as a Banner on a Website



POSTCARD FRONT



POSTCARD BACK



These postcards are mailed to potential members.

Who should you mail to:

Does the house fly a Marine Corps Flag?

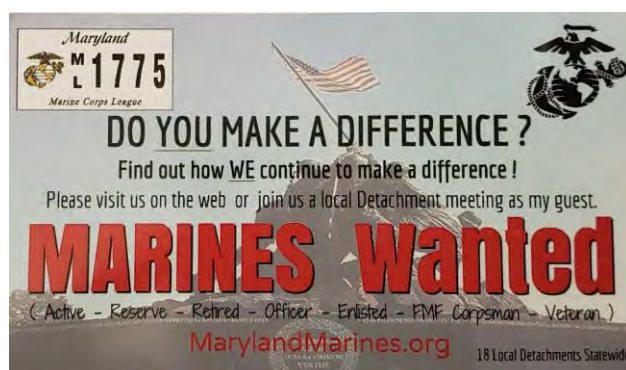
Does the vehicle in the driveway have USMC stickers on it?

Verify the address is not already on your Detachment Roster.

DETACHMENT BUSINESS CARDS

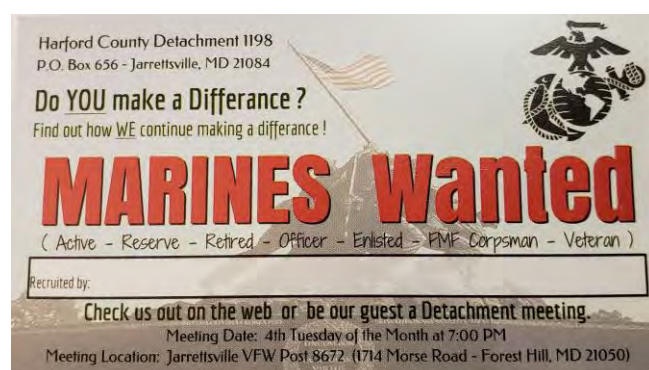
Personalized Business Card

All Officers should have personalized cards.



Generic Detachment Recruiting Card

Have one person be the Point of Contact. Use their phone & Email address.



All Members should carry generic cards in their wallet !

Make sure to list a website. Many younger veterans access the internet to check out organizations they are interested in joining.



**Corporal Pete Arnold
Detachment 1198**

*Once a Marine
always a Marine*

www.HarfordCountyMarines.org
443-477-0670 / 443-243-2430



P.O. Box 1011 ▪ Bel Air, MD 21014
443-477-0670 or 443-243-2430
www.HarfordCountyMarines.org



Join us at our Monthly Meeting
4th Tuesday of the Month at 7pm
Jarrettsville VFW Post 8672
Forest Hill, MD 21050



Name _____ Home # _____ Cell # _____

Address _____ Apt# _____ City _____ State _____ Zip _____

Email _____ Service Number: _____

Date of Birth _____ Date of Enlistment/Commissioning _____ Date of Discharge _____

() I hereby apply for membership in the **Cpl Pete Arnold Detachment 1198**, Marine Corps League and enclose **\$35.00** for one year's membership.
Type of Application () New () Renewal — Type of Membership () Regular () Associate () Dual () Honorary Active Duty

Have you ever been convicted of a felony? No ☐ Yes ☐ If yes is checked, I agree to waive my rights under the Privacy Act and disclose the nature of the felony conviction for consideration of membership in the MCL

I hereby certify that I am currently or have served honorably in the U.S. Marine Corps, on active duty, for not less than ninety (90) days * and earned the Eagle, Globe and Anchor, or have served or am currently serving in the U.S. Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points or that I have served or am currently serving as a U.S. Navy Corpsman or Chaplain who has trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device or Warfare Device worn on the Service Ribbon authorized for FMF Corpsmen or Chaplains. If discharged, I am in receipt of a DD Form 214 or Certificate of Discharge indicating "Honorable Service". ("Honorable Service" will be defined by the last Form DD214 or Certificate of Discharge that the applicant received). General discharge under Honorable Conditions is acceptable. By signature on this application, I hereby agree to provide proof of honorable service/discharge upon request. I hereby authorize the National Executive Director, Marine Corps League to obtain an un-redacted copy of my latest DD Form 214 from the Marine Corps custodian of Official Military Personnel Files (IMPF, and/or verification of honorable service if deemed necessary to verify my eligibility for regular membership in the Marine Corps League. I understand the DD Form 214 may contain information such as military awards, training, and character of service. (*Korean War Era Marines See National Bylaws, Article 6, Section 600)

Sponsor (where applicable) _____ Applicant's Signature _____ Date _____

Programs of the League

Marine Corps Birthday Celebration
Active Duty/ Veterans Legislative Program
Scholarship Program
Veterans Service Officer Program
Veterans Affairs Voluntary Service Program
Perry Point Veterans Hospital Visits & Bowling
Jarrettsville Young Marines Youth Program
Toys For Tots of Harford County
Boy Scouts of America Eagle Scout Awards
Helping Wounded & Injured Marines Program
Fallen Marine Program
Marine of the Year Award
Annual State & National Conventions
And many more national and local activities
Visit our website and Facebook page for more info

Regular Membership: MARINES

Active - Reserve - Retired - FMF Corpsman
FMF Chaplain - Officer - Enlisted - Veteran
Associate Membership:

Open to those who support the ideals of the
Marine Corps League.

Honorary Active Duty:

Active Duty personnel who meet the criteria
for Regular Membership. Free until your EAS.



www.HarfordCountyMarines.org

History

The Marine Corps League perpetuates the traditions and spirit of ALL Marines, Navy FMF Corpsmen and Navy FMF Chaplains, who proudly wear or who have worn the eagle, globe and anchor of the Corps. It takes great pride in crediting its founding in 1923 to World War I hero, then MajGen Commandant John A. Lejeune. It takes equal pride in its Federal Charter, approved by An Act of the Seventy-Fifth Congress of the United States of America and signed and approved by President Franklin D. Roosevelt on August 4, 1937. The League is the only Federally Chartered Marine Corps related veterans organization in the country. Since its earliest days, the Marine Corps League has enjoyed the support and encouragement of the active duty and Reserve establishments of the U. S. Marine Corps. Today, the League boasts a membership of 70,000 men and women, officer and enlisted, active duty, Reserve Marines, honorably discharged Marine Veterans, qualified Navy FMF Corpsmen & Navy FMF Chaplains and is one of the few Veterans Organizations that experiences increases in its membership each year.



Harford County MCL / Cpl Pete Arnold Detachment 1198

[@MarineCorpsLeague.Detachment1198](https://www.facebook.com/PMC1198)

MCL Signage



Large MCL Logo, bought at “SEMPER FI Store” and used in Parades.

White foam board bought at “Staples” and lettering under logo was painted on.



Detachment Vehicle Magnets

Uses:

1. Parades
2. Driving to/from an “Official Event” for the MCL.
3. A member or members can drive around town with these at all times.
4. Make a set that has the verbiage “Commandant” on it & make them a privilege of being the Detachment Commandant.
5. Use one on each side of vehicle OR one on back tailgate of truck or SUV.

Local Sign Shop made this sign. Cost was \$80 per set.

Signs can be made to fit your door size or tailgate size. Have the sign shop measure.

Magnets are not permanent, so take them off when you do not want to advertize.



License Plates from our Neighboring States



SOCIAL MEDIA



Instagram,
Tiktok,
X (Formally
Twitter),
Any social
media is good
media.

Multiple Admin's are a good idea !

Don't be afraid to embrace Social Media.

Get our younger members involved!

**Let a younger member manage your
page(s).**

Note: Multiple Admins are a good idea.



I WANT YOU!



For the
MARINE CORPS LEAGUE
For Information Contact

ONCE A MARINE, ALWAYS A MARINE



Marine Corps League

WANTS YOU!

We invite you to be a member of The Marine Corps League
ONCE A MARINE, ALWAYS A MARINE

Marine Corps League of Harford County

Join together in camaraderie
for the purpose of preserving
the traditions and promoting
the interests of the
United States Marine Corps



The Cpl. Pete Arnold Detachment of the MCL meets the
Fourth Thursday of Every Month
Jarrettsville VFW Post 8672, 1714 Morse Rd., Forest Hill, MD

Join us and help support and participate in your community
Toys For Tots • Fallen Marine Program • Parades
Color Guards • VA Sponsored Events • Young Marines

For more info visit us at

www.HarfordCountyMarines.org
www.Facebook.com/MarineCorpsLeague.Detachment1198



MCL TENT

RECRUITING – FUNDRAISING – TOYS FOR TOTS



Harford County Det 1198 – Bake Sale



Cpl Pete Arnold Det 1198 – Pit Beef Sale



Harford County Toys For Tots
Cpl Pete Arnold Det 1198



First Friday's Havre de Grace
Cpl Pete Arnold Detachment 1198

*This is RED tent with white lettering. MCL LOGO on all 4 sides.
You can by sides to the tent, available with the MCL Logo.
Good for bad weather. Not shown here.*

Tent is available from the
National "SEMPER FI STORE"

A great way to show off who we are!

FUNDRAISING and RECRUITING

GO HAND IN HAND !!

**All events should be:
50 % Fundraising
50 % Recruiting**

You can use small US Flags to hand out.



“4 x 6 Cotton no-fray US Stick Flag”

**You can find them on the internet for approximately \$0.20 each.
Buy in bulk to save even more.**

When someone asks: “What is the money used for”?

**Be ready with handouts that highlight your
Detachment Programs.**

**(i.e. Scholarships, Hospitalized Vets, Wounded Warriors, Adopt-A-Road,
Care Packages for Troops, etc.)**

United States Flag Store www.united-states-flag.com



What is Public Relations

The actions of a corporation, store, government, individual, etc., in promoting goodwill between itself and the public, the community, employees, customers, etc.

The art, technique, or profession of promoting such goodwill.



Why Publicity

New Members

Volunteers

Donations of cash, goods and service

Community recognition



Localizing your Brand

This means letting people in your community know who you are and what your mission is.

Through the following activities, you can begin to build an awareness of the Marine Corps League, what we stand for and what benefit we are in the community:

Events

Create a local event that is run by your detachment that brings people together such as a concert, fundraiser, food drive, etc..

Parade

Give away t-shirts or other trinkets at the parade, great way to promote the logo and the organization

Partner with the local leadership

Align yourself with the community leaders by getting involved in town events and ceremonies. You will find that the local leaders will begin promoting your detachment.

Invite local leadership to your events, especially the Marine Corps Ball



Press Releases

Who Gets Press Releases?

Newspapers

Magazines

Radio

Community Access Cable

TV

Wire Service

Chamber of Commerce

Veteran Groups

MCL Magazine

Electronic Bulletin Boards



Press Releases

Do's and Don'ts

Don't infringe into a neighboring detachment's area

Don't overextend yourself, it's quality, not quantity that counts

Don't send off a press release without approval of your Commandant or Senior Officer

Keep the press release brief

Don't provide insufficient or wrong information. Particularly telephone numbers. Releases must be complete, accurate and specific.

Writing too long. They should be no longer than two pages.

Sending it too late. Mail or fax it at least two weeks before an event, preferably three or four. Send them four to six months ahead for major magazines.

Sending a release with no news value. News is what happens that is different. If it isn't different, it isn't news.

Blatant commercialism. Avoid hackneyed words and phrases such as spectacular, incredible, the only one of its kind, breakthrough, cutting-edge, unique and state-of-the-art.

Omitting a contact name and phone number. At the top of the first, page in the left corner, let editors know who they can call if they have questions.

Calling after you send a release. Questions like "Did you get my news release?" or "Do you know when it will be printed?" will brand you as a pest. Don't follow up with a phone call to see if the media got your release, unless you are absolutely sure that someone will check for you. Most reporters and editors don't have time.



Press Releases

Press Release Topics

Meetings

Installation of Officers

Award Presentations

Color Guards

Parades

Ceremonies

Toys for Tots

Marine Corps Ball



Press Releases

Example #1

The Westchester County Detachment, Marine Corps League, invites all area Marines to our next meeting, Wednesday, November 4th at 7:30 PM, at the American Legion Hall, 57 Mitchell Place, White Plains.

The Corporal Reynolds Detachment of the Marine Corps League, Freehold, New Jersey, is announcing The Toys for Tots program is now underway and donations of new toys, contributions and volunteers are welcome. There will be a drop off location at the Freehold Raceway Mall across from the Build a Bear Workshop Store. Volunteers call 732-555-1212.

TIP: Do Not use military talk such as 1700 as a time or other phrases that will only be understood by military people



P.O. BOX 3070
Fairfax, VA 22116-3070

(703) 207-9544
(703) 207-9549
(800) MCL 1777
FAX (703) 207-9447

MARINE CORPS LEAGUE

National Headquarters

Criteria for Articles submitted to Marine Corps League magazine

*Should be professionally written by someone with newspaper, magazine, or other journalism experience although a good story, even in rough form, is always welcome.

*Manuscripts should be typewritten, doublespaced with inch and a half margins. NO all capitals sentences, italics, bold type or underlining. Keep it simple.

*No fiction, no poetry, no religious sermons, no political statements. (In rare instances these may be printed in Mail Call).

*No obituaries, except for listing in Taps. We just don't have space to pay tribute to every Marine.

*Photos or other art should accompany articles when possible, or give sources where art can be obtained. Newspaper photos must be accompanied by written permission to reprint from the Newspaper. Black and white prints are preferred.



Press Releases

Example #2

FOR IMMEDIATE RELEASE

May 24, 2006

**FREEHOLD TOWNSHIP'S 3RD ANNUAL
CONCERT AND MOVIE IN THE PARK
SEPTEMBER 2, 2006 at 1:00**

Freehold Township's third annual concert and movie in the park is set to be an explosive evening with the addition of the world famous Grucci Family onboard to perform the fireworks show. The event is set for September 2, 2006, 1:00 PM at Michael J. Tighe Park on Georgia Road in Freehold Township. The rain date is September 3rd.

The event kicks off at 1:00 and offers three bands with the headliner: **THE NERDS**. There will be merchandise vendors, food vendors, a car show, rides, movie (National Treasure) and fireworks. Last year we gave away over \$1,000.00 in prizes and a \$600.00 50/50 raffle.

The Concert and Movie in the Park is run by the Marine Corps League, Freehold Township Committee and Freehold Township Recreation Department and is an event like no other. What makes this event stand out from all the others? **One word, FREE!** The parking is free, the concert is free, the movie is free, the popcorn is free, the fireworks are free, and best of all, the rides are free. This is a great night for a family to go out, bring the lawn chairs and enjoy a night of music, fun, food and fireworks. Thanks to our many sponsors, we are able to offer most things absolutely free to the public.

This year we pulled out all the stops and are proud to have the Famous Grucci Family perform our fireworks show. From their triumph as the first American fireworks family to win the Gold Medal at the 1979 Monte Carlo Fireworks Competition in 1979 to the Grand Opening of Denver's Invesco Field stadium the APEC Economic Summit Conference in Shanghai, China the 2002 Salt Lake Winter Games . . . and 6 Presidential Inaugurations.

proceeds from this event will go to the Marine Corps League, Corporal Philip Reynolds Detachment, Freehold, New Jersey.

The League is classified as a veterans / military service organization and was formed for the purposes of promoting the interests of the U. S. Marine Corps; to provide camaraderie and assistance to Marines, as well as to their widows and orphans; and to preserve the traditions of the U. S. Marine Corps. It is a not for profit organization within the provisions of Internal Revenue Service Code 501 (c) (4), with a special group exemption letter which **allows for contributions to the Marine Corps League, its Auxiliary and subsidiary units, to be tax deductible by the donor.**

For more information please contact the Freehold Township Recreation Department at 732-294-2190. To make a donation to the Marine Corps League or for information on joining, please mail to Marine Corps League, Corporal Reynolds Detachment, PO Box 885, Freehold, NJ 07728.



Good Press



Article from the Asbury Park Press / August 2004

Park event draws more than 900
BERNADETTE SCOTT/Staff Writer

The grassy lawn at the Michael J. Tighe Park in Freehold was covered Saturday evening by more than 900 area residents who headed out with beach chairs and blankets for an evening under the stars at the Concert and Movie in the Park. The free event was hosted by Freehold Township Parks and Recreation Department in partnership with the Marine Corps League of Freehold. The concert and movie drew in close to \$1,300, which will go directly to the league's community outreach program, said David Clemenko, junior vice commandant for the league.

The Marine Corps League works on several community projects during the year and used proceeds from the program to jump-start the funds for these endeavors. Outreach programs include donating money to the Charles Clark Scholarship Fund for students enrolled at Freehold and Freehold Township high schools, Toys for Tots, donating to the Memorial Day parade, playing Bingo at Freehold nursing homes twice a month, Habitat for Humanity and helping the local Boy Scouts earn badges. The Marine Corps League focuses a lot of its work on supporting and offering assistance to veterans. "Whatever they want, we try to get it for them," Clemenko said.

The Marine Corps League also wanted to have the concert and movie in the park because the league thought it was important to let the community know what it is about, Clemenko said. "We want the people of Freehold to know who we are and what we do and give them a free night with affordable food," Clemenko said. "Until tonight, a lot of people didn't even know we were around." Don and Tracy Kukan, Freehold Township, brought their 9-month-old son, Dax, out for the free concert and spent the night eating and singing on their blanket. Their favorite part of the night was the music by The Nerds, Don Kukan said. "We love the Nerds because they put on such a good show," Tracy Kukan said. "It's a beautiful night out and (the concert and movie) is a perfect way to spend time together."

Representatives from Parks and Recreation and Marine Corps League both were impressed with the number of residents in attendance.

"It's an amazing turnout and so great to see people from the area," said Tina Smilek, program coordinator for Freehold Township. "We hope to schedule two Concert and Movie nights next summer." Clemenko agreed with Smilek and said, "The night in the park shows what the residents of Freehold want more of. It's nice to do something good for the community and good for the Marine (Corps) League." Clemenko says the sponsors are the reason the event was so successful. "Honestly, we wouldn't have had a free night in the park without their help, Clemenko said. "They donated based on a vision I had for the town."

The sponsors, all from Freehold Township, included First Washington State Bank, Jewel Case Diamond Center, Freehold Soccer, Freehold Little League, Perkins, Pelican Ski Pool and Patio,



Bad Press

Pedophile's visit shocks school brass Vietnam vet, ex-policeman was a Veterans Day speaker

EDDIE HOLLOWELL and JOSEPH SAPIA/STAFF WRITERS
FREEHOLD TOWNSHIP –

A convicted **pedophile** - whose background was apparently unknown to school officials - addressed kindergartners to fifth-graders at a Veterans Day program at a township school earlier this week. William R. Egerton, 66, convicted in 1990 of sexually assault for fondling four girls ages 10 to 15 in his home while he was serving as a Freehold Borough police officer, was one of five members of Veterans of Foreign Wars Post 4374 presenting the program to an estimated 600 students at Joseph J. Catena Elementary School Tuesday.

Egerton, who lives in Monroe, is listed as a "Tier 2/Moderate" sex offender on the State Police's New Jersey Sex Offender Internet Registry, a Web site.

Superintendent of Schools Catherine Snyder and Catena School Principal Neal Dickstein said they were unaware of Egerton's background until a reporter called them Thursday. "I'm honestly shocked," Dickstein said. "When you call an organization such as the Veterans of Foreign Wars, this is the last thing to expect."

"There was no way, from my perspective, we would know this person is a sex offender," said Snyder, who said the VFW originally had contacted the district about making a presentation. "We invited the VFW, we didn't invite (a) sex offender into our school." Oh, my God," Vince Diomedede said Thursday night. He organizes outside activities for the VFW post. "We're not proud of this fact. This has really upset me."

Previously, there was just some "vague rumor" of Egerton's past, said Diomedede, who has been active in the post for about five years.

"Half of the rumors you hear, you can't believe anyway," Diomedede said, adding that Egerton would be removed from a roster of post members going to schools.

"I'm not going to any schools, that's it," Diomedede said. "I can't believe this." Egerton insists innocence In a brief telephone interview Wednesday night before declining further comment, Egerton said: "I really don't want to say anything about it. I'm trying to keep my life and get on with it. It's hard enough as it is. "I'm just trying to lead a regular life," Egerton said. "There's so many different things you can't do (because of being a convicted sex offender)." "



Bad Press (cont.)

Egerton said he is "trying to maintain my innocence because I didn't do this." He said he is bitter over what happened to him. Egerton, who was a Freehold police officer for 16 years before resigning in 1990 as a lieutenant, served a sentence at the Adult Diagnostic and Treatment Center, a prison for sex offenders in Woodbridge's Avenel section, from 1991 to 1997, said Matt Schuman, a state Department of Corrections spokesman. No one from the Monmouth County Prosecutor's Office returned telephone calls Thursday. As Catena School let out Thursday afternoon, Assistant Principal Kristen Higgins walked around the parking lot explaining the situation to parents. Some parents, requesting anonymity to protect their children, said they were "surprised" to hear it would be possible for school officials to unknowingly invite a sex offender into the building. Parents also expressed confidence that their children were safe and that Egerton was supervised while in the building. "People will read this, and they'll be shocked, but they know we

have procedures in place to protect their kids," Higgins said. Christina Smith, the mother of daughters in second and fourth grades, said she does not blame school officials. "There was no reason for the Catena School to be looking for a sex offender," Smith said. "The security is overwhelmingly wonderful. I would not place blame on them (school officials)." Never alone with students Egerton's visit to the school came to light when an Asbury Park Press reporter who covered the Veterans Day program later mentioned his name to another Press reporter, who recognized it. On Tuesday, Egerton, a Vietnam veteran, and four other members of the Freehold Township VFW post spoke to the students about their roles in wartime. They discussed some military terms, the differences between each branch of the military and military duties. Students gathered in five separate sessions. Egerton, who is a retired master sergeant with the Army, passed around his helmet to let students heft it. Egerton was never alone with students, Dickstein said. The VFW had contacted the school district about a month ago offering to have members speak in schools, Superintendent Snyder said. VFW members - but not Egerton - then met with school district supervisors about programming, Dickstein said. Dickstein then directed Higgins to contact the VFW about coming in. Catena School has 615 students, and the entire student body attended the program, Dickstein said. The program would not have been scheduled had she known about Egerton, Snyder said. "We were working with what we believed is a reputable organization," Snyder said. "The VFW is really the group that bears responsibility." Township schools follow stringent security measures - schools are locked, visitors must check in when visiting a school, and visitors must wear identification tags, Snyder said. "You keep your guard up to protect the children," Dickstein said. "We have a very safe school. When something like this happens, it just raises our level of concern."



Bad Press Damages All

Just because the “Bad Press” is from another veteran organization, doesn’t mean it has no affect on the Marine Corps League.

The public do not make the distinction between the different organizations, to them, we are all the same, “Veterans”.

Bad Press can hurt the League and the public’s opinion of veterans

Keep a safe distance from organizations that are not operating to our standards

Do not endorse political candidates or issues as a detachment

Always put your best face in front of the press



Recruiting

Always have business cards with you, ensure they have the meeting place and time on it. Business cards DO NOT have to be the plain red on white.

Door hangers are a great way to promote the league. If you see someone with a Marine Corps flag in front of their house, put a door hanger promoting the detachment with the meeting place, time and contact number.

Use the paper to recruit. Military Installation papers are perfect for this.

Recruit at the Toys for Tots table

Signs

Posters

RECRUIT FROM MEMBERS THAT HAVE LEFT THE MARINE CORPS LEAGUE IN YOUR AREA

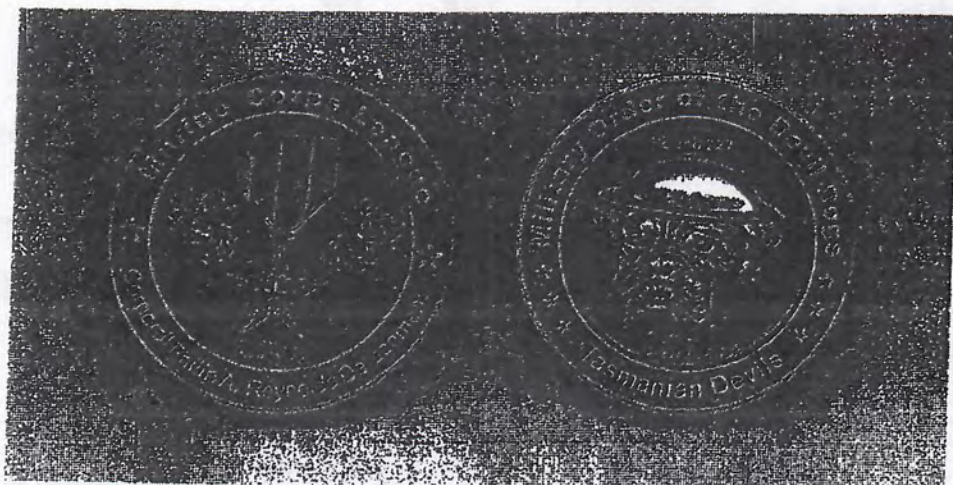


Recruiting

Make a logo for your Detachment



Have a Detachment Coin Made



Coin can be given to new recruits, veterans on parade route, local leaders, or a boy for members



MARINE CORPS LEAGUE
Department of Kentucky
DAN DALY DETACHMENT
1749 Blue Licks
Lexington, Kentucky 40504

Dear Marine Corps Leaguer;

National Marine Corps League office has notified this detachment that you have been dropped from membership rolls as a current (paid up) member. Since you were a member of this detachment, we regret this. Perhaps there was something we could have done to keep you as a member of a "Band of Brothers"- "Marine for Life"- "Once a Marine Always a Marine" organization.

The league is only as strong as its membership. Paid dues allows the league to support programs such as; Marine Scholarships, Young Marines, Boy Scouts, Marine Birthday Ball, Toys for Tots, Military Funerals, etc.

In the event you would like to renew your membership in the Marine Corps League, you may do so by completing the enclosed application and returning it to the above address OR if you desire to maintain your membership at the National level only, return the application to the address shown on the application.

Please take a moment to answer the below questions so that we can do a better job in the future to retain ALL former Marines within the league.

I never went to meetings:	Yes	No
The meetings were too long :	Yes	No
I did not enjoy the meetings:	Yes	No
The subject matter was not interesting:	Yes	No
Did not like the place of meeting:	Yes	No

Comment(s): _____

If you prefer to talk with some one about this matter, please call the Dan Daly Detachment telephone No. (859) 277-2654.

SEMPER-FI

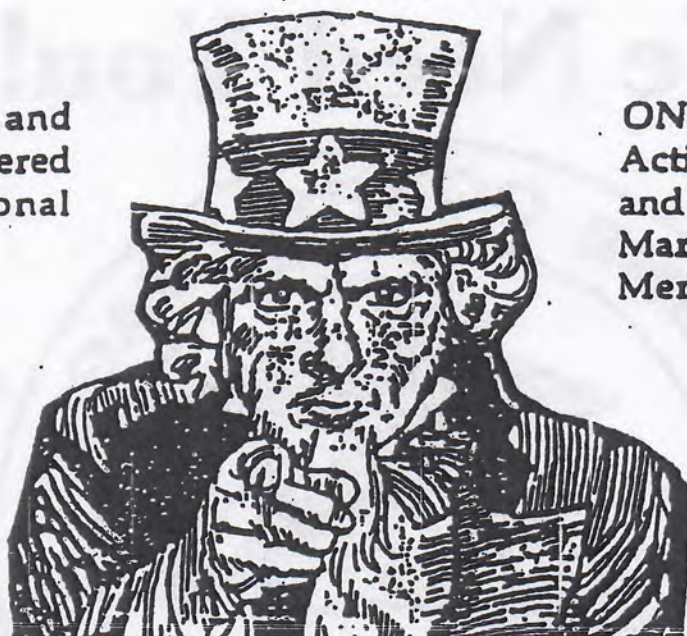


MARINE CORPS LEAGUE



Detachment

Established in 1923 and
Congressionally Chartered
in 1937 as a National
Organization



ONLY MARINES
Active, Reserve, Retired
and Honorably Discharged
Marines are eligible for
Membership

We recruit from "The Few, The Proud, The Marines". Once a Marine, always a Marine. Give the new look a try, become part of the Marine Corps League family. Establish camaraderie with others who have served or who are now on active duty and continue the tradition.

For more information, call or write to: _____

Sponsors of

Annual Rifle Match, VAVS, Young Marines, Scholarships, Youth Physical Fitness, Americanism Activities, Legislative Voice In Veterans' Affairs and Many More.



**AMERICA IS No. 1
THANKS TO OUR
VETERANS.**



MARINES

We Need You!



SEMPER FIDELIS



AN ORGANIZATION OF MARINES, FOR MARINES

**"There is no such thing as an
ex-marine"**

JOIN NOW!

FOR INFORMATION CONTACT:

SECTION 6

Meetings / Conventions

As a Regular Member of the MCL what meetings can I attend?

Detachment Meetings	(the Detachment you belong to)
Other Detachment or Dept Meetings	(as a guest, but you cannot vote)
Department of Maryland Meetings	(February / August / November at locations throughout Maryland)
Department of Maryland Convention	(held annually in May in Ocean City, Maryland)
Mideast Division Conference	(held annually in June at locations throughout the Division)
National Mid-Winter Conference	(held annually in March in Virginia)
National Convention	(held annually in August at locations around the USA. The location is picked 2 years in advance)

Can an **Associate Member** attend these Meetings / Conventions ?

YES

Can an **Honorary Active Duty Member** attend these Meetings / Conventions ?

YES

Do I have to register for a Conference or Convention ?

YES...it is recommended to pre-register, but not required.

Do I have to register for a Meeting ?

NO...Detachments & Departments encourage your participation and ideas.

LEADERSHIP COLLEGE – MOCK MEETING CLASS

The mock Detachment Meeting Class is meant to show you how a Detachment meeting can be run.

SOME MISCELLANEOUS THINGS YOU SHOULD HAVE AND KNOW:

Have a basic knowledge of the MCL Ritual Book.

Have a basic knowledge of the MCL Order of Business.

Have a basic knowledge of Roberts Rules of Order.

Have a basic knowledge of the National, Department and your Detachment Bylaws.

PRIOR TO THE MEETING:

You should have had an officers meeting, that is where most of your meeting agenda should have been discussed and many items settled.

BEFORE THE MEETING:

Have the meeting room set up, bible, flags, name plates, gavel, Sergeant-at-Arms table, sign-in book, etc. The Ritual Book has formal placement of officers. Some Detachment's have an established setup based on previous precedents or your meeting place's physical setting.

START THE MEETING ON TIME

OPENING CEREMONY – use the MCL Ritual Book

ROLL CALL OF OFFICERS – Adjutant should take a verbal roll call of officers. Officers should respond with “Here Sir/Ma’am” (You may have a sign in sheet, rather than roll call). If an officer is absent the Commandant can either excuse him or have him marked absent. The Commandant should use some discretion in this because if an officer is excused it is not counted as absent for the purposes of fulfilling the 60% attendance requirement in most Detachment Bylaws.

RECOGNIZE DIGNITARIES – This is good time to recognize dignitaries – what is a dignitary? I always use the “rule of thumb” that anyone in a higher office than I am. I am now the Detachment Commandant, therefore, I would recognize National Officers, Department Officers and your Past Detachment Commandants. You may also wish to recognize any visitors, such as someone from another Detachment.

APPLICATIONS FOR MEMBERSHIP – The Adjutant reads the application (name, address, dates, of service and who recommended him/her) and verifies that the paperwork is proper including necessary fees. Have the Sgt-at-Arms escort the applicant from the meeting room. Commandant can then ask if any member knows of any reason why this Marine should not become a member of the Detachment. IF YOU WANT A MOTION, THAT IS OK. IF NOT IT IS OK. You can take a voice vote, hand vote or ballot vote, whatever your Detachment prefers. Have the applicant escorted back in, stand before the altar, everyone should rise and swear him in. NOTE: There is a regular ceremony in the Ritual Book, but it gives leeway to use abbreviated version. You may present the new member with his lapel pin at this time if you wish. You may want to take a short pause in the meeting to greet the new member, but do not call a formal recess.

MINUTES OF THE PREVIOUS MEETING – Reading lengthy minutes is boring to most members, they could be published in your newsletter, mailed out or copies available at the meeting. DO NOT DELAY THE MEETING WHILE MEMBERS READ THE PREVIOUS MINUTES. They should have familiarized themselves with them prior to the meeting. You can handle the minutes in two ways, ask for a motion, second, etc and vote or simply ask if there are any additions, deletions or corrections. If there are none, simply declare the minutes accepted as published or corrected as the case may be.

CORRESPONDENCE – All Correspondence should have been opened and read prior to the meeting (officers meeting is a good place). There is nothing worse than for the Commandant or Adjutant to open mail, look it over, etc. during the meeting. It only shows how unprepared the officers are. Correspondence that is read should only be read word for word if it is extremely important. If not, it should be highlighted; any actions that need to be taken on correspondence can be set aside and brought up under new business.

REPORT OF PAYMASTER – Either a verbal or written report for the membership is acceptable. Allow for questions, etc. The Commandant can accept a motion to accept the report Pending Audit. If you do not stipulate “Pending Audit” and then approve it by a vote, you will have no recourse if mistakes are found later down the road.

SICKNESS AND DISTRESS – Most times this comes from the Chaplain, regular members may also report.

REPORT OF OFFICERS – Ask each officer, in order, if they have a report. Have a written list, if you need one, so you do not miss someone.

REPORT OF STANDING COMMITTEES – Examples of a standing committee would be Toys For Tots, Membership, etc. Any committee that is appointed for the Commandants tour of duty.

REPORT OF SPECIAL COMMITTEES – Examples of a special committee would be Raffle, Birthday Ball and Nominating Committee. A committee assigned a specific job and when it is over they are done.

UNFINISHED BUSINESS – This is when items are brought up that have been previously discussed and there has been no disposition by the Detachment.

NEW BUSINESS – This is the very heart of the meeting. This is when motions are made and voted upon. Other items that are being brought up for the first time are under new business.

SOME IMPORTANT BASIC THINGS YOU SHOULD KNOW:

The Commandant cannot make a motion or give his support, etc to a motion.

The Commandant can ask for a motion from the floor.

If there is no Second to a motion, it is dead. You may however, ask for a second on a motion for the purpose of discussion.

Detachment Elections are usually held under new business. There are many different ways to hold an election and election procedure varies from Detachment to Detachment.

The important thing is that it be fair and orderly.

The Commandant can ask for a motion to suspend or change the normal order of business.

Recess is a simple procedure covered in the Ritual Book.

Bible can remain open during the meeting, even if cash or checks are changing hands.

GOOD OF THE LEAGUE – General comments from members.

ANNOUNCEMENTS – Self explanatory.

CLOSING CEREMONY – Use the Ritual Book.

The Ten Worst Meeting Offenses

1. Being Unprepared

- A. Includes Staff Officers or anyone designated to report.
- B. Make sure that all technical aides being used are operational.
- C. Always provide an agenda and support material in advance.

2. Starting on Time

- A. Insist on starting the meeting at the scheduled time.
- B. Whether your meetings are attended by 12 members or 200 members showing up late or starting late will damage the image that you should be trying to project.
- C. A Meeting Hog is a person that talks just to hear himself or herself talk. You should encourage your Officers and Staff to have a written Report to present to the membership. There is nothing worse than an Elected or Appointed Officer standing and saying "Nothing to report sir." What have you done for the Detachment during the time between the monthly meetings? If you have nothing to report, it's self-explanatory.

3. Take Part in the Meeting

- A. Don't just sit there if you have something to offer. Many times a member will not rise to address the body but wait until the meeting is over and then approach the Commandant or one of the Staff and offer something that is beneficial to the Detachment.

4. Sitting Silently during the Meeting

- A. The extreme opposite of not taking part is the member that has nothing to offer during the meeting except idle chatter. You should refrain from private meetings because it is not only rude, but you may also miss something important being said.

5. Expressing Rude Body Language

- A. Avoid making facial gestures and rude comments during presentation because you disagree with what is being said. You will get your chance to address the body if you so desire. Never get up and leave the room in disagreement. If you show the speaker the lack of respect to at least listen, then you have lost the battle.
- B. It is the duty of the Commandant to manage those being disrespectful in a tactful way and do not ever put a member down by trying to humiliate him.

6. Sidebar conversations are a NO-NO

- A. Sidebar conversations are possibly the rudest thing that can happen during the meeting. This should be stopped immediately and refocus on the subject at hand.

7. Arguing or putting others down

- A. Disagreements are Healthy and Fine, but never get into personal attacks. Don't make others look bad for the sake of making you look good! Never be condescending or avoid the opinions of the membership. Always be professional in your choice to disagree.

8. Cells Phones

- A. When the Commandant orders the Sgt-at-Arms to open the meeting, he (Sgt at Arms) will open the meeting according to the ritual and the following "The smoking lamp is out and please turn off all Cell Phones". Additionally, there should be NO ALCOHOLIC BEVERAGES IN THE MEETING ROOM. This is a common sense ruling because we all know that alcohol changes your perspective.

9. Chewing Gum or Eating:

- A. While chairing a meeting, the membership does not want to hear you chewing gum. A bottle of water is permissible.
- B. The staff or Board of Trustees should not be indulging either.

10. Shutting Down the Meeting:

- A. We all know that if a meeting runs too long, you are probably going to have some disgruntled members. If you are in the process of conducting some important business and it needs to be settled then and there, you should ask for a motion to extend the meeting an additional fifteen minutes. This shows the membership that you care about them and are trying to be as expeditious as possible.

The Ten Worst Meeting Offenses

HOW TO BECOME AN EFFECTIVE DETACHEMNT LEADER

Remember you don't have to do it all at once. In embracing change however, do not abandon things that truly make us who we are.

Be technically and tactically proficient: before you can lead, you must be able to do the job. As a Marine Corps League Officer, you must be able to demonstrate ability to accomplish your mission; to do this you must be able to answer questions and demonstrate competence in your position.

Respect is the reward of the Marine Corps League Officer who shows competence. Tactical and Technical competence can be learned by attending Leadership Schools, reading and becoming acquainted with the Bylaws, Enclosures and Administrative Procedures and form on the job training. To develop this leadership principle of being technically and tactically proficient, you should:

- Seek a well rounded education by attending all of the Leadership Schools that are provided by the Detachment, Department or Division. You can also do independent reading and researching through the different manuals that are provided; Roberts Rules of Order, The Uniform manual, Public Relations and most especially, the Bylaws, Enclosures and Administrative Procedures. Seek out and associate with capable leaders, observe and study their actions.
- Seek opportunities to apply knowledge through exercise of command. Good leadership is acquired only through practice.
- Know yourself and seek self improvement, this principle of leadership should be developed by the use of leadership traits. Do self evaluations to determine your strengths and weaknesses. You should work hard to strengthen your weaknesses and use your strengths to their fullest capabilities.
- With a knowledge of yourself and your knowledge of group behavior, you can determine the best way to deal with any given situation. In dealing with membership in certain situations, you may have to be firm, however in many scenarios you may have to use the Big Brother approach. ...But you must keep one thing in mind ...you are dealing with VOLUNTEERS. In your capacity as a Detachment Officer, do not hesitate to ask for advice from those that have been there and done that. It will show that you have not put yourself above them.
- Make an honest evaluation of yourself to determine your strong qualities and your weak points.
- Strive to overcome any deficiencies that you have.
- Seek the honest opinions of your friends and superiors to show how to improve your leadership.
- Learn by studying the cause for failure of other leaders.
- Develop a genuine interest in people and acquire the human touch.
- Master the art of effective writing and speech.
- Have a definite goal for the Detachment and a plan to attain it.

- Know your members and look out for their welfare. This is extremely important. Know your members capabilities. You do not want to assign someone to a committee chair if he/she is nervous and cannot work without supervision.
- Reminder, all members are to be treated the same whether they are the most active or only come around once in a while. If you show the same concern for all of your members, you will over time earn their respect and loyalty.
- Be approachable; let the members see you in action.
- Put your member's welfare before your own.
- Encourage individual development.
- Keep your members informed. Marines by nature are inquisitive.
- By keeping members informed, you are promoting efficiency and morale.
- You should promote initiative, enthusiasm, loyalty and convictions.
- Be alert to stop the spread of rumors by replacing them with the truth.
- Set the example: All too often as a Marine Corps Leaguer progresses through the ranks he/she develops an attitude of "Do as I say", not as I do.
- Show your members that you are willing to do the same things that you ask them to do. Be out front!
- Be well groomed and in the proper uniform. Insist that your members are too. Be the Shining Example.
- Maintain an optimistic outlook.
- Always conduct yourself so that your personal habits are not open to criticism.
- By your performance, develop the thought within your membership that you are the best officer for the position that you hold.
- Delegate authority and avoid over supervision in order to develop leadership among subordinates.

HOW TO BECOME AN EFFECTIVE DETACHEMNT LEADER

GUIDELINES TO A SUsSESSFUL LEADER



You must be tolerant and be able to accept different personalities. You must respect the opinion of your members and never lose sight of the fact that these members are VOLUNTEERS !!! !!!

You must also accept being in the minority at times. You must try to envision the perception of others.

WHAT YOU SAY TO THEM AND HOW YOU SAY IT, IS IMPORTANT! What may seem innocent and harmless to you may be perceived by other as Hurtful and Calculating.

LISTEN, LISTEN, LISTEN.

Understand the true meaning of argue and offer reasons to DISPUTE and DISCUSS and always accept the MAJORITY RULE. You don't have to like it, but you do have to accept it.

What is best for the Detachment is usually reflected by a MAJORITY VOTE.

Keep your meetings moving and keep the idle chatter to a minimum.

You should follow an agenda and stay on course.

You should also have a monthly Staff Meeting and make them open to the membership.

The Bar is CLOSED and the Smoking Lamp is OUT! There is nothing in the Bylaws to cover this except, COMMON SENSE.

COMMUNICATION IS THE KEY TO SUsSESS – DO NOT HESITATE TO DISSEMINATE.

IF YOU HAVE INTENTIONS TO BECOME PART OF THE LEADERSHIP
YOU MUST READ THE BYLAWS AND ADMINISTRATIVE PROCEDURES !

Once Elected:

- Lead within the scope of your authority
- Understand your limits
- Make only the decisions that you are permitted to make
- Accept the tasks that are assigned and exercise self initiative on those tasks
- Understand the Chain of Command and know where You stand within the Chain.
- Keep everyone in the chain informed

- U** Understand your role within the Chain of Command.
- S** Stay within your scope of leadership and delegate tasks.
- M** Manage your time efficiently so you can be effective.
- C** Communication is the key to your success or failure.

Detachment Staff Meeting

It is highly recommended that the Detachment Commandant convene a
Staff Meeting
PRIOR
to the Monthly Detachment Meeting.

Attendees should include the Board of Trustees, any other Elected Officers,
Appointed Officers and Committee Chairpersons.

Create a Written Agenda for the Monthly Meeting !

Why is a written agenda important?

- Keeps the meeting flowing, some meetings can last longer than expected.
- Long Discussions that may make you forget about agenda items.
- Motions that require a membership vote to expend Detachment funds.
- The Commandant has a lot on his mind during meetings, this keeps their focus so you don't miss out on a motion or discussion.
- Important to include ALL Committee Reports.
- Place Agenda Items in the correct spot on the agenda (i.e. New Business, Old Business, Good of the League)
- And more...

Some Detachment's have created their own Agenda Form that follows the format in the Ritual Book. It allows for personalization at the local Detachment to make sure all Officers, Committees and Agenda Items are heard during a meeting.

A regularly scheduled Staff Meeting allows for Staff members to come to a consensus on certain agenda items and present them to the Detachment in a clear manor.

TEN PRINCIPLES OF LEADERSHIP

1. Have a vision and develop a strong sense of where you want to take the Detachment. Develop goals along the way so you measure progress and share the achievements with the membership.
2. Build a consensus. You must invest time in articulating the vision for the Detachment. It must be a Detachment vision because if it's your vision and you leave office, the vision leaves with you. This is the important part of building consensus. You must continue talking about the vision from many different aspects until everyone understands it in their own way.
3. Be confident in your leadership skills and have a strong belief in your chartered direction. There is no need to develop an opposition. If your vision is shared, it should motivate everyone so you don't have to make enemies in order to motivate the membership. Achieve the vision because it is the right thing to do.
4. Allow time to achieve your goals. It will not come about overnight or all at once. Be satisfied with measurable progress toward the goal. If your vision is right; if your message is received, the means will present themselves in time.
5. You will not achieve all of your goals that are set, on your watch, that's OK. After all. It's not about you, but about us.
6. Your membership is trying to do the right thing. Assume this is true for all of your members, regardless of standing within the Detachment. If they seem misguided, discover whether or not they understand the mission. Often, they just need a bit more guidance. That's what leaders are for.
7. Allow for human failure. In everything that we do there will be setbacks associated with human error. The majority of these errors will be errors of omission rather than errors of commission. Giving someone a second chance will never hurt you, and will often help.
8. It's our Detachment, yours and mine and everyone should be held accountable to meet the expected expectations. Meeting expectations is a two way contract. This is the only way an all volunteer organization such as the Marine Corps League will work over the long term.
9. Empower your members, give clear guidance and intent and let your people do what they do best! Write good policy, and then drive execution to the lowest levels practicable. You will be amazed at the results.
10. Embrace change but protect your culture as a former Marine and the ethos that makes us what we are. Change is how we grow, how we stay sharp, how we deliver what the membership needs. Don't fight it...but control its direction by articulating your vision.

7

PRINCIPLES OF DETACHMENT SUCCESS

1. What does the Detachment contribute to the Community?
2. Is the leadership “Fair and Honest” with the membership?
3. Is there Cooperation and a Team Spirit with the Detachment?
4. Is there an untiring effort for improvement?
5. Is there “Courtesy and Humility” within the leadership?
6. Is there adaptability within the Detachment membership?
7. Does the leadership show gratitude for membership contributions and accountability?

*Marine Corps League National Commandant Vic Voltaggio
January 2011*

3.4 Basic Robert's Rules of Order

I Four Basic Principals

- A. Someone has to facilitate or direct the discussion & keep order. All members of the group have the right to bring up ideas, discuss them and come to a conclusion.
- B. Members should come to an agreement about what to do. Members should understand that the majority rules, but the rights of the minority are always protected by assuring the right to speak and to vote.

II Structure of an Organization

- A. Authoritarian Model.
 - 1) Concentration of all power in a leader or small group.
 - 2) No input or approval from the membership.
- B. Democratic Model.
 - 1) The membership governs.
 - 2) Balance of power.
 - 3) Based upon laws, rules and the rights and responsibilities of its members.

III Application of Principals to Organization

Organizations are democratic to the extent that they conform to the following ways:

- A. The members rule through a decision making process that has been established by a vote.
 - 1) Rules of Order.
 - 2) Bylaws.
 - 3) Constitution.
 - 4) Policy Statements.
- B. Ideas come from the membership.
- C. Leaders come from the people through an election.
- D. Checks and balances between the leadership and the members are established in the governing documents.
- E. All members are equal – they have equal rights and responsibilities.
- F. The organization is run with impartiality and fairness.
- G. There is equal justice under the law; members and Officers have a right to a fair trial or hearing, if accused.
- H. The majority rules, but the rights of the minority and absent members are protected.
- I. Everything is accomplished in the spirit of openness, not secrecy.
- J. Members have the right to resign from office or from the organization.

IV Basic Principals of Parliamentary Procedure

- A. Take up business one item at a time.
- B. Promote courtesy, justice, impartiality.
- C. The majority rules, but the rights of the individual, minority and absent members are protected.

V Taking up Business – One Item at a Time

- A. Each meeting follows an order of business called an AGENDA.
- B. Only one main motion can be pending at one time.

- C. When a main motion is pending, members can make a motion from a class of motions called SECONDARY motions.
- D. Only one member can be assigned the floor at a time.
- E. Members take turns speaking.
- F. No member speaks twice about a motion until all members have had an opportunity to speak.

VI Promoting Courtesy, Justice, Impartiality, and Quality

- A. The Commandant, Chair, or Presiding Officer calls the meeting to Order – On Time.
- B. Members take their seats promptly when the chair calls the meeting to Order and conversation stops.
- C. Members rise to be recognized by the Presiding Officer and do not speak out of turn.
- D. Members always refer to other members and Officers in the third person, i.e. Commandant, Judge Advocate, etc.
- E. Members do not cross talk or talk directly to each other when another member is speaking.
- F. Keep discussion focal to the issue, not to personalities or motives.
- G. When correcting a member, refer to him as "The Speaker."
- H. Members are to speak clearly and loud, so all can hear.

VII To Ensure Equality, Justice and Impartiality, the Commandant or the Chair:

- A. Does not take sides.
- B. Allows for everyone to be heard in a debate.
- C. Knows the rules and applies them judiciously.
- D. Ensures that all sides of an issue are heard and the rules of debate are carefully followed.
- E. Allows motions to take a vote (ballot or hand) during a controversial issue.
- F. Afford the right to a trial or hearing to those accused of wrongdoing.

VIII The Rule of the Majority and Protection of the Minority

- A. Members have the right to have notice of all meetings.
- B. Members have a right to know when there is a proposal to rescind or amend something previously adopted.
- C. In any situation where rights may be taken away from members, two-thirds of the members present must approve the motion, i.e., amending governing documents, or the removal of a member from office.
- D. No one has the right to require a higher vote than a majority on issues unless specified by the Bylaws.
- E. Members have a right to be informed of the work of the organization via minutes or reports of Board action, committee action and work product.

IX Business Meeting Motions

There are Five Classes of motions:

1. Subsidiary motions
2. Main motions
3. Privileged motions
4. Incidental motions
5. Motions that bring a question again to the membership

X Main Motions

The most common way to present business at a meeting is to make a main motion:

1. Motions are made and then the idea is discussed
2. Main motions are those that have not been previously made or acted upon
3. A motion contains all pertinent information, including who, what, why, where and when
4. All motions should be in the positive, not in the negative

XI Basic Steps in Presenting a Motion

- A. Member stands and addresses the Commandant (or the Chair)
- B. The Chair recognizes and assigns the member the floor
- C. The member states their motion by stating "I move that or, I move to"
- D. Another member must second the motion by stating, "I second the motion"
- E. If there is no second, the Chair will say, "Without a second, the motion will not be considered"
- F. The Commandant (or Chair), restates the motion and places it before the members by saying "It is moved and seconded; is there any discussion?"
- G. Debate and discussion follow
- H. Following debate and discussion, the Commandant (or Chair) puts the motion to a vote by stating "All those in favor say "AYE", those opposed say "NO"
- I. The Chair announces the vote and assigns who will carry out the action

XII Subsidiary Motions

- A. Help the membership dispose of the main motion
- B. Subsidiary motions always do something to the main motion and are ranked from the top to the bottom
 - 1) Lay on the table (set aside temporarily)
 - 2) Refer to a committee
 - 3) Amend (change the motion)
 - 4) Postpone indefinitely (kills the motion)

XIII Privileged Motions

- A. Do not relate to the main motion
- B. Relate to special matters of immediate importance that arise during the meeting
- C. These motions take a higher rank over subsidiary motions and are ranked from the highest to the lowest
- D. Fix a time at which to adjourn
- E. Adjourn
- F. Recess (take a break)
- G. Raise a question of privilege/welfare of the group, or individual)
- H. Call for the Orders of the Day (stick to the agenda)

XIV Incidental Motions

- A. Incidental motions deal with questions of procedures
- B. They do not affect the main motion
- C. These motions are not debatable
- D. Must be taken up immediately
 - 1. Point of Order (its against the rules)
 - 2. Appeal (disagree with the Chair's ruling)
 - 3. Division of members (question result of the vote)
 - 4. Requests and inquiries (questions)
 - 5. Suspends the rules
 - 6. Division of the question (divide the motion into two or more questions)

XV Motions to Bring a Question Again to Member

- A. Brings a motion back to the assembly
- B. To consider the vote
- C. To amend or rescind what was adopted
- D. To discharge a committee
- E. Are only made when there is no business on the table
- F. Motions are debatable, except for a motion to take from the table
- G. If prior notice was not given to the members, a two-thirds majority vote is necessary to amend or rescind something that was previously adopted

CPL PETE ARNOLD DETACHMENT 1198
MARINE CORPS LEAGUE
March 2018 Detachment Meeting

I. OPENING CEREMONY

COMMANDANT: (Rap the gavel twice)

Sergeant -at-Arms secure the quarters and satisfy yourself that all present are qualified to be present during the deliberation of this Detachment.

SERGEANT- AT- ARMS:

Aye, aye, Sir.

The quarters are secured and all present are qualified to remain.

COMMANDANT:

Sergeant-at-Arms, the colors are posted. Lead us in the Pledge of Allegiance.

SERGEANT-AT-ARMS:

Aye, aye Sir. All rise and come to attention. All persons wearing the Marine Corps League cover will execute the hand salute, and all others will execute the civilian salute, hand over the heart. (RECITING OF PLEDGE OF ALLEGIANCE & PLAYING OF THE MARINES HYMN)

COMMANDANT:

The Chaplain will lead us in prayer.

CHAPLAIN:

Everyone please uncover. Supreme Commandant, we ask Thy blessing upon all here assembled. We pray for guidance in our deliberations, and that we may exemplify the principles and purposes of our beloved Marine Corps League. We ask Thy protection and blessing for Marines who have died in the service of their country, and for all our members, both past and present. Grant that the Marine Corps League may grow and prosper in the principles upon which it is founded. Amen. (OPEN THE BIBLE)

COMMANDANT: (Rap the gavel twice)

Please be seated. Sergeant-at-Arms declare this meeting open for the transaction of official business.

SERGEANT-AT-ARMS:

Aye, aye, Sir. By authority of the Commandant of the Cpl Pete Arnold Detachment, Marine Corps League, I declare this meeting open for the conduct of official business.

COMMANDANT: (Rap the gavel twice)

Would any National Officers who are present today please stand to be recognized?

Would any Department Officers who are present today please stand to be recognized?

Would the Past Dept Commandants who are present today please stand to be recognized?

Would the Past Detachment Commandants who are present please stand to be recognize?

Sergeant-At-Arms, would you please introduce any other guests that are present today?

SERGEANT-AT-ARMS:

Aye, aye, Sir. Sir Commandant, our guests here today are:

COMMANDANT: (if guests are present)

I would like to say thank you to all of our guests here today. We welcome you to our meeting. At this time, I would like to ask our guests if they would like to say a few words to our members.

NOTE: Guest Presentations can be made at this point.

ORDER OF BUSINESS

COMMANDANT:

II. ROLL CALL OF OFFICERS

Commandant	Craig Reeling
Senior Vice	Bill Knox
Junior Vice	Dave Narango
Judge Advocate	Tim Shepard
Junior Past Commandant	Evelyn Remines
Adjutant	Bill Knox
Paymaster	Christine Miller-Lane
Chaplain	Leonard Stielper
Sergeant-At-Arms	Warren McNicholas
Assistant Sergeant-At-Arms	Richard LaPorta
Public Information Officer	Johnny Wishbone
Historian	Richard Keepstrack
Veteran Services Officer / VAVS	Don Benson
Quartermaster	Larry Dougherty
Legislative Officer	Jim Ports

COMMANDANT:

Could we have a membership report?

FEB		MAR
107	Total	107
53	Life	53
7	Associate	7
47	Regular	45
7	non-paid	3
100	paid	104

COMMANDANT:

Jr. Vice. Commandant, are there any new applicants for membership?

JR. VICE. COMMANDANT:

(If yes, the Jr. Vice will introduce the names of the new applicants.

If no, skip to minutes of previous meeting)

COMMANDANT:

Would those applicants whose names were just read please stand? Sergeant-At-Arms, please escort the applicants from the meeting room to the outer hall. (wait for applicants to leave) Jr. Vice. Commandant, please read the qualifications for each new applicant.

JR. VICE. COMMANDANT:

Aye-aye, Sir. (Jr. Vice presents the qualifications for each new member)

1. _____ 2. _____

COMMANDANT:

Having heard the names of the applicants for membership and the qualifications for each one, is there any further discussion on any of the applicants? (If yes, what applicant/discussion) There being no further discussion on the qualifications of the applicants, do I hear a motion to accept these individuals as members of the Harford County Detachment. (wait for a motion) Do I have a second? (wait for the second) Is there any discussion on the motion? Vote on the motion:

Sergeant-at-Arms please return the applicants to the meeting room and form them on line in front of the head table and altar.

SWEAR IN NEW APPLICANTS AT THIS TIME

We will take a 5 minute recess to welcome our new member(s).

III MINUTES OF THE PREVIOUS MEETING

COMMANDANT:

The minutes of the previous meeting have been e-mailed to all members.
Are there any questions or corrections to the minutes?

COMMANDANT:

Adjutant, is there any correspondence received by the Detachment to be addressed?

ADJUTANT:

No/Yes

COMMANDANT:

Any Correspondence from the membership? Yes/No

IV. REPORT OF THE PAYMASTER

COMMANDANT:

Paymaster, will you give the paymaster's report?

PAYMASTER:

Previous Balance \$ _____ Income: \$ _____
Expenses: \$ _____ Sub Total: \$ _____
Balance Forward: \$ _____

COMMANDANT:

Are there any questions or corrections to the Paymaster's report? (wait for responses) Do I hear a motion to accept the paymaster's report pending audit? (wait for motion) Do I hear a second? (wait for second) Any discussion on the motion? If none, vote: Passed/Not Passed

V. REPORT OF MEMBERS OR MEMBER'S FAMILY SICK OR IN DISTRESS.

COMMANDANT:

Chaplain - do we have any members or member's family that is sick or in distress?

COMMANDANT:

Chaplain, did we have any deceased members in this last month?

CHAPLAIN: Yes, we did / No we did not.

VI. REPORT OF OFFICERS

COMMANDANT:

Each Detachment Officer is responsible for submitting a report on their activities each month. In lieu of a verbal report, the reports have been submitted in writing and copies are available on the Sergeant-At-Arms desk should you care to read their reports.

VII. STANDING COMMITTEES

<u>Adopt a Highway:</u>	Thomas Goodrich
<u>Historian:</u>	Richard Keepstrack
<u>Quartermaster:</u>	Larry Dougherty
<u>Veterans' Services:</u>	Don Benson
<u>Legislative Officer:</u>	Jim Ports
<u>Young Marines:</u>	John Knopp

VIII. SPECIAL COMMITTEES:

<u>MCL License Plates:</u>	Craig Reeling
<u>Devil Dogs:</u>	Craig Reeling
<u>Honor Guard:</u>	Don Benson
<u>Cell Phones for Soldiers:</u>	Art Romain
<u>Eagle Scout:</u>	Jeff Beavers
<u>Shooting Team:</u>	Rob Lane
<u>Operation Welcome Home:</u>	Lou Cassard
<u>Toys For Tots:</u>	Craig Reeling / Leonard Stielper
<u>Fundraising Chairman:</u>	OPEN

COMMANDANT:
IX. UNFINISHED BUSINESS

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.

Any more unfinished business?

X. NEW BUSINESS

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.
- J.

Any more New Business?

XI. GOOD OF THE LEAGUE

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.

Is there anything else for the Good of the League?

XII. ANNOUNCEMENTS

- A. Annual Picnic is 21 July, 1200-1600.
- B. GSFMM Dedication Ceremony is 17 June at 1400
- C.
- D.
- E.

Are there anymore announcements?

XIII. CLOSING CEREMONY

COMMANDANT:

There being no further business, we will proceed to close. (**Rap the gavel twice**)

CHAPLAIN:

Everyone please rise, “UNCOVER”, join me in a moment of silent prayer for our departed comrades. Amen, “COVER”.

COMMANDANT:

Sergeant-At-Arms, retire the colors
Play TAPS

SERGEANT-AT-ARMS:

Aye, aye, Sir. All present with the MCL cover, execute the hand salute; all others will execute the civilian salute hand over heart as the Colors are retired. Hand Salute. (PLAY TAPS) Ready Two. Sir Commandant, the colors are retired.

COMMANDANT:

The Chaplain will lead us in prayer.

CHAPLAIN:

Aye aye, Sir. Uncover. Supreme Commandant, we humbly beseech Thee to bless what good we have accomplished and forgive that which we have done amiss. As we separate to go our several ways, we commit ourselves to Thy loving care. AMEN. “COVER”.

COMMANDANT:

Senior Vice Commandant, perform the last duty of your post.

SENIOR VICE COMMANDANT:

Marines, the Cpl Pete Arnold Detachment thanks you for your attendance, and requests you secure new members and further that you favor us at every meeting with your presence, so far as your circumstances will permit.

COMMANDANT:

Sergeant-At-Arms declare this meeting of the Cpl Pete Arnold Detachment, Marine Corps League, officially closed.

SERGEANT-AT-ARMS

By the authority of the Commandant of the Cpl Pete Arnold Detachment, Marine Corps League, I declare this meeting officially closed until 27 MARCH 2018 when it will be opened for the transaction of official business.

COMMANDANT: (**Rap the gavel twice**) This meeting is adjourned

"I'm the Guy"

I'm the guy who...

- ...was asked to join your organization
- ...paid his dues to you
- ...came to your meetings and no one paid any attention to
- ...tried several times to be a friend, but they all had their own buddies to talk and sit next to
- ...came several times, but no one paid any attention to me
- ...was left out when I volunteered to help with fund raising projects and membership recruitments
- ...missed a few meetings because I was sick, but at the next meeting no one asked where I'd been
- ...felt that it didn't matter very much to others whether I was there or not
- ...decided to stay home and watch TV one meeting night

You might say I'm...

- ...a Good Guy
- ...a Good family man
- ...a Responsible man who works diligently
- ...a Caring man who gives back to his community
- ...a Loyal man who loves his country

You know who else I am?

THE GUY THAT NEVER CAME BACK!!!!!!!!!!!!!!

It's amusing to think that so much time is spent looking for NEW members, but not enough time is being spent to keep the ones we had sitting among us the whole time. All those members needed, was to feel their presence wanted and their absence missed.

WHERE ARE YOU IN THIS PICTURE?



Meetings / Conventions

As a Regular Member of the MCL what meetings can I attend?

Detachment Meetings

(the Detachment you belong to)

Other Detachment or Dept Meetings

(as a guest, but you cannot vote)

Department of New Jersey Staff Meetings

(September, November, January, March,
May at 6 Motors Reserve Center, Red Bank)

Department of New Jersey Convention

(held in June)

North East Division Conference

(held annually in March
at locations throughout the Division)

National Mid-Winter Conference

(held annually in February
in Falls Church, Virginia)

National Convention

(held annually in August
at locations around the USA.
The location is picked 2 years in advance)

Can an Associate Member attend these Meetings / Conventions?

YES

Do I have to register for a Conference or Convention?

YES ... it is recommended to pre-register, but not required.

Do I have to register for a Meeting?

NO ... Detachments encourage your participation and ideas.

LEADERSHIP COLLEGE – MOCK MEETING CLASS

The mock Detachment Meeting Class is meant to show you how a Detachment meeting can be run.

SOME MISCELLANEOUS THINGS YOU SHOULD HAVE AND KNOW:

Have a basic knowledge of the MCL Ritual Book.

Have a basic knowledge of the MCL Order of Business.

Have a basic knowledge of Roberts Rules of Order.

Have a basic knowledge of the National, Department and your Detachment Bylaws.

PRIOR TO THE MEETING:

You should have had an officers meeting, that is where most of your meeting agenda should have been discussed and many items settled.

BEFORE THE MEETING:

Have the meeting room set up, bible, flags, name plates, gavel, Sergeant-at-Arms table, sign-in book, etc. The Ritual Book has formal placement of officers. Some Detachment's have an established setup based on previous precedents or your meeting place's physical setting.

START THE MEETING ON TIME

OPENING CEREMONY – use the MCL Ritual Book

ROLL CALL OF OFFICERS – Adjutant should take a verbal roll call of officers. Officers should respond with “Here Sir/Ma’am” (You may have a sign in sheet, rather than roll call). If an officer is absent the Commandant can either excuse him or have him marked absent. The Commandant should use some discretion in this because if an officer is excused it is not counted as absent for the purposes of fulfilling the 60% attendance requirement in most Detachment Bylaws.

RECOGNIZE DIGNITARIES – This is good time to recognize dignitaries – what is a dignitary? I always use the “rule of thumb” that anyone in a higher office than I am. I am now the Detachment Commandant, therefore, I would recognize National Officers, Department Officers and your Past Detachment Commandants. You may also wish to recognize any visitors, such as someone from another Detachment.

APPLICATIONS FOR MEMBERSHIP – The Adjutant reads the application (name, address, dates, of service and who recommended him/her) and verifies that the paperwork is proper including necessary fees. Have the Sgt-at-Arms escort the applicant from the meeting room. Commandant can then ask if any member knows of any reason why this Marine should not become a member of the Detachment. **IF YOU WANT A MOTION, THAT IS OK. IF NOT IT IS OK.** You can take a voice vote, hand vote or ballot vote, whatever your Detachment prefers. Have the applicant escorted back in, stand before the altar, everyone should rise and swear him in. **NOTE:** There is a regular ceremony in the Ritual Book, but it gives leeway to use abbreviated version. You may present the new member with his lapel pin at this time if you wish. You may want to take a short pause in the meeting to greet the new member, but do not call a formal recess.

MINUTES OF THE PREVIOUS MEETING – Reading lengthy minutes is boring to most members, they could be published in your newsletter, mailed out or copies available at the meeting. **DO NOT DELAY THE MEETING WHILE MEMBERS READ THE PREVIOUS MINUTES.** They should have familiarized themselves with them prior to the meeting. You can handle the minutes in two ways, ask for a motion, second, etc and vote or simply ask if there are any additions, deletions or corrections. If there are none, simply declare the minutes accepted as published or corrected as the case may be.

CORRESPONDENCE – All Correspondence should have been opened and read prior to the meeting (officers meeting is a good place). There is nothing worse than for the Commandant or Adjutant to open mail, look it over, etc. during the meeting. It only shows how unprepared the officers are. Correspondence that is read should only be read word for word if it is extremely important. If not, it should be highlighted; any actions that need to be taken on correspondence can be set aside and brought up under new business.

REPORT OF PAYMASTER – Either a verbal or written report for the membership is acceptable. Allow for questions, etc. The Commandant can accept a motion to accept the report Pending Audit. If you do not stipulate "Pending Audit" and then approve it by a vote, you will have no recourse if mistakes are found later down the road.

SICKNESS AND DISTRESS – Most times this comes from the Chaplain, regular members may also report.

REPORT OF OFFICERS – Ask each officer, in order, if they have a report. Have a written list, if you need one, so you do not miss someone.

REPORT OF STANDING COMMITTEES – Examples of a standing committee would be Toys For Tots, Membership, etc. Any committee that is appointed for the Commandants tour of duty.

REPORT OF SPECIAL COMMITTEES – Examples of a special committee would be Raffle, Birthday Ball and Nominating Committee. A committee assigned a specific job and when it is over they are done.

UNFINISHED BUSINESS – This is when items are brought up that have been previously discussed and there has been no disposition by the Detachment.

NEW BUSINESS – This is the very heart of the meeting. This is when motions are made and voted upon. Other items that are being brought up for the first time are under new business.

SOME IMPORTANT BASIC THINGS YOU SHOULD KNOW:

The Commandant cannot make a motion or give his support, etc to a motion.

The Commandant can ask for a motion from the floor.

If there is no Second to a motion, it is dead. You may however, ask for a second on a motion for the purpose of discussion.

Detachment Elections are usually held under new business. There are many different ways to hold an election and election procedure varies from Detachment to Detachment.

The important thing is that it be fair and orderly.

The Commandant can ask for a motion to suspend or change the normal order of business.

Recess is a simple procedure covered in the Ritual Book.

Bible can remain open during the meeting, even if cash or checks are changing hands.

GOOD OF THE LEAGUE – General comments from members.

ANNOUNCEMENTS – Self explanatory.

CLOSING CEREMONY – Use the Ritual Book.

The Ten Worst Meeting Offenses

1. Being Unprepared

- A. Includes Staff Officers or anyone designated to report.
- B. Make sure that all technical aides being used are operational.
- C. Always provide an agenda and support material in advance.

2. Starting on Time

- A. Insist on starting the meeting at the scheduled time.
- B. Whether your meetings are attended by 12 members or 200 members showing up late or starting late will damage the image that you should be trying to project.
- C. A Meeting Hog is a person that talks just to hear himself or herself talk. You should encourage your Officers and Staff to have a written Report to present to the membership. There is nothing worse than an Elected or Appointed Officer standing and saying "Nothing to report sir." What have you done for the Detachment during the time between the monthly meetings? If you have nothing to report, it's self-explanatory.

3. Take Part in the Meeting

- A. Don't just sit there if you have something to offer. Many times a member will not rise to address the body but wait until the meeting is over and then approach the Commandant or one of the Staff and offer something that is beneficial to the Detachment.

4. Sitting Silently during the Meeting

- A. The extreme opposite of not taking part is the member that has nothing to offer during the meeting except idle chatter. You should refrain from private meetings because it is not only rude, but you may also miss something important being said.

5. Expressing Rude Body Language

- A. Avoid making facial gestures and rude comments during presentation because you disagree with what is being said. You will get your chance to address the body if you so desire. Never get up and leave the room in disagreement. If you show the speaker the lack of respect to at least listen, then you have lost the battle.
- B. It is the duty of the Commandant to manage those being disrespectful in a tactful way and do not ever put a member down by trying to humiliate him.

6. Sidebar conversations are a NO-NO

- A. Sidebar conversations are possibly the rudest thing that can happen during the meeting. This should be stopped immediately and refocus on the subject at hand.

7. Arguing or putting others down

- A. Disagreements are Healthy and Fine, but never get into personal attacks. Don't make others look bad for the sake of making you look good! Never be condescending or avoid the opinions of the membership. Always be professional in your choice to disagree.

8. Cells Phones

- A. When the Commandant orders the Sgt-at-Arms to open the meeting, he (Sgt at Arms) will open the meeting according to the ritual and the following "The smoking lamp is out and please turn off all Cell Phones". Additionally, there should be **NO ALCOHOLIC BEVERAGES IN THE MEETING ROOM**. This is a common sense ruling because we all know that alcohol changes your perspective.

9. Chewing Gum or Eating:

- A. While chairing a meeting, the membership does not want to hear you chewing gum. A bottle of water is permissible.
- B. The staff or Board of Trustees should not be indulging either.

10. Shutting Down the Meeting:

- A. We all know that if a meeting runs too long, you are probably going to have some disgruntled members. If you are in the process of conducting some important business and it needs to be settled then and there, you should ask for a motion to extend the meeting an additional fifteen minutes. This shows the membership that you care about them and are trying to be as expeditious as possible.

The Ten Worst Meeting Offenses

HOW TO BECOME AN EFFECTIVE DETACHEMNT LEADER

Remember you don't have to do it all at once. In embracing change however, do not abandon things that truly make us who we are.

Be technically and tactically proficient: before you can lead, you must be able to do the job. As a Marine Corps League Officer, you must be able to demonstrate ability to accomplish your mission; to do this you must be able to answer questions and demonstrate competence in your position.

Respect is the reward of the Marine Corps League Officer who shows competence. Tactical and Technical competence can be learned by attending Leadership Schools, reading and becoming acquainted with the Bylaws, Enclosures and Administrative Procedures and form on the job training. To develop this leadership principle of being technically and tactically proficient, you should:

- Seek a well rounded education by attending all of the Leadership Schools that are provided by the Detachment, Department or Division. You can also do independent reading and researching through the different manuals that are provided; Roberts Rules of Order, The Uniform manual, Public Relations and most especially, the Bylaws, Enclosures and Administrative Procedures. Seek out and associate with capable leaders, observe and study their actions.
- Seek opportunities to apply knowledge through exercise of command. Good leadership is acquired only through practice.
- Know yourself and seek self improvement, this principle of leadership should be developed by the use of leadership traits. Do self evaluations to determine your strengths and weaknesses. You should work hard to strengthen your weaknesses and use your strengths to their fullest capabilities.
- With a knowledge of yourself and your knowledge of group behavior, you can determine the best way to deal with any given situation. In dealing with membership in certain situations, you may have to be firm, however in many scenarios you may have to use the Big Brother approach. ...But you must keep one thing in mind ...you are dealing with VOLUNTEERS. In you capacity as a Detachment Officer, do not hesitate to ask for advice from those that have been there and done that. It will show that you have not put yourself above them.
- Make an honest evaluation of yourself to determine your strong qualities and your weak points.
- Strive to overcome any deficiencies that you have.
- Seek the honest opinions of your friends and superiors to show how to improve your leadership.
- Learn by studying the cause for failure of other leaders.
- Develop a genuine interest in people and acquire the human touch.
- Master the art of effective writing and speech.
- Have a definite goal for the Detachment and a plan to attain it.

- Know your members and look out for their welfare. This is extremely important. Know your members capabilities. You do not want to assign someone to a committee chair if he/she is nervous and cannot work without supervision.
- Reminder, all members are to be treated the same whether they are the most active or only come around once in a while. If you show the same concern for all of your members, you will over time earn their respect and loyalty.
- Be approachable; let the members see you in action.
- Put your member's welfare before your own.
- Encourage individual development.
- Keep your members informed. Marines by nature are inquisitive.
- By keeping members informed, you are promoting efficiency and morale.
- You should promote initiative, enthusiasm, loyalty and convictions.
- Be alert to stop the spread of rumors by replacing them with the truth.
- Set the example: All too often as a Marine Corps Leaguer progresses through the ranks he/she develops an attitude of "Do as I say", not as I do.
- Show your members that you are willing to do the same things that you ask them to do. Be out front!
- Be well groomed and in the proper uniform. Insist that your members are too. Be the Shining Example.
- Maintain an optimistic outlook.
- Always conduct yourself so that your personal habits are not open to criticism.
- By your performance, develop the thought within your membership that you are the best officer for the position that you hold.
- Delegate authority and avoid over supervision in order to develop leadership among subordinates.

HOW TO BECOME AN EFFECTIVE DETACHEMNT LEADER

7

PRINCIPLES OF DETACHMENT SUCCESS

1. What does the Detachment contribute to the Community?
2. Is the leadership "Fair and Honest" with the membership?
3. Is there Cooperation and a Team Spirit with the Detachment?
4. Is there an untiring effort for improvement?
5. Is there "Courtesy and Humility" within the leadership?
6. Is there adaptability within the Detachment membership?
7. Does the leadership show gratitude for membership contributions and accountability?

TEN PRINCIPLES OF LEADERSHIP

1. Have a vision and develop a strong sense of where you want to take the Detachment. Develop goals along the way so you measure progress and share the achievements with the membership.
2. Build a consensus. You must invest time in articulating the vision for the Detachment. It must be a Detachment vision because if it's your vision and you leave office, the vision leaves with you. This is the important part of building consensus. You must continue talking about the vision from many different aspects until everyone understands it in their own way.
3. Be confident in your leadership skills and have a strong belief in your chartered direction. There is no need to develop an opposition. If your vision is shared, it should motivate everyone so you don't have to make enemies in order to motivate the membership. Achieve the vision because it is the right thing to do.
4. Allow time to achieve your goals. It will not come about overnight or all at once. Be satisfied with measurable progress toward the goal. If your vision is right; if your message is received, the means will present themselves in time.
5. You will not achieve all of your goals that are set, on your watch, that's OK. After all. It's not about you, but about us.
6. Your membership is trying to do the right thing. Assume this is true for all of your members, regardless of standing within the Detachment. If they seem misguided, discover whether or not they understand the mission. Often, they just need a bit more guidance. That's what leaders are for.
7. Allow for human failure. In everything that we do there will be setbacks associated with human error. The majority of these errors will be errors of omission rather than errors of commission. Giving someone a second chance will never hurt you, and will often help.
8. It's our Detachment, yours and mine and everyone should be held accountable to meet the expected expectations. Meeting expectations is a two way contract. This is the only way an all volunteer organization such as the Marine Corps League will work over the long term.
9. Empower your members, give clear guidance and intent and let your people do what they do best! Write good policy, and then drive execution to the lowest levels practicable. You will be amazed at the results.
10. Embrace change but protect your culture as a former Marine and the ethos that makes us what we are. Change is how we grow, how we stay sharp, how we deliver what the membership needs. Don't fight it...but control its direction by articulating your vision.

GUIDELINES TO A SUSSESSFUL LEADER



You must be tolerant and be able to accept different personalities. You must respect the opinion of your members and never lose sight of the fact that these members are VOLUNTEERS !!! !!!

You must also accept being in the minority at times. You must try to envision the perception of others.

WHAT YOU SAY TO THEM AND HOW YOU SAY IT, IS IMPORTANT! What may seem innocent and harmless to you may be perceived by other as Hurtful and Calculating.

LISTEN, LISTEN, LISTEN.

Understand the true meaning of argue and offer reasons to DISPUTE and DISCUSS and always accept the MAJORITY RULE. You don't have to like it, but you do have to accept it.

What is best for the Detachment is usually reflected by a MAJORITY VOTE.

Keep your meetings moving and keep the idle chatter to a minimum.

You should follow an agenda and stay on course.

You should also have a monthly Staff Meeting and make them open to the membership.

The Bar is CLOSED and the Smoking Lamp is OUT! There is nothing in the Bylaws to cover this except, COMMON SENSE.

COMMUNICATION IS THE KEY TO SUSSESS – DO NOT HESITATE TO DISSEMINATE.

**IF YOU HAVE INTENTIONS TO BECOME PART OF THE LEADERSHIP
YOU MUST READ THE BYLAWS AND ADMINISTRATIVE PROCEDURES !**

Once Elected:

- Lead within the scope of your authority
- Understand you limits
- Make only the decisions that you are permitted to make
- Accept the tasks that are assigned and exercise self initiative on those tasks
- Understand the Chain of Command and know where You stand within the Chain.
- Keep everyone in the chain informed

- U** Understand your role within the Chain of Command.
- S** Stay within your scope of leadership and delegate tasks.
- M** Manage your time efficiently so you can be effective.
- C** Communication is the key to your success or failure.

3.4 Basic Robert's Rules of Order

I Four Basic Principals

- A. Someone has to facilitate or direct the discussion & keep order. All members of the group have the right to bring up ideas, discuss them and come to a conclusion.
- B. Members should come to an agreement about what to do. Members should understand that the majority rules, but the rights of the minority are always protected by assuring the right to speak and to vote.

II Structure of an Organization

- A. Authoritarian Model.
 - 1) Concentration of all power in a leader or small group.
 - 2) No input or approval from the membership.
- B. Democratic Model.
 - 1) The membership governs.
 - 2) Balance of power.
 - 3) Based upon laws, rules and the rights and responsibilities of its members.

III Application of Principals to Organization

Organizations are democratic to the extent that they conform to the following ways:

- A. The members rule through a decision making process that has been established by a vote.
 - 1) Rules of Order.
 - 2) Bylaws.
 - 3) Constitution.
 - 4) Policy Statements.
- B. Ideas come from the membership.
- C. Leaders come from the people through an election.
- D. Checks and balances between the leadership and the members are established in the governing documents.
- E. All members are equal – they have equal rights and responsibilities.
- F. The organization is run with impartiality and fairness.
- G. There is equal justice under the law; members and Officers have a right to a fair trial or hearing, if accused.
- H. The majority rules, but the rights of the minority and absent members are protected.
- I. Everything is accomplished in the spirit of openness, not secrecy.
- J. Members have the right to resign from office or from the organization.

IV Basic Principals of Parliamentary Procedure

- A. Take up business one item at a time.
- B. Promote courtesy, justice, impartiality.
- C. The majority rules, but the rights of the individual, minority and absent members are protected.

V Taking up Business – One Item at a Time

- A. Each meeting follows an order of business called an AGENDA.
- B. Only one main motion can be pending at one time.

- C. When a main motion is pending, members can make a motion from a class of motions called SECONDARY motions.
- D. Only one member can be assigned the floor at a time.
- E. Members take turns speaking.
- F. No member speaks twice about a motion until all members have had an opportunity to speak.

VI Promoting Courtesy, Justice, Impartiality, and Quality

- A. The Commandant, Chair, or Presiding Officer calls the meeting to Order – On Time.
- B. Members take their seats promptly when the chair calls the meeting to Order and conversation stops.
- C. Members rise to be recognized by the Presiding Officer and do not speak out of turn.
- D. Members always refer to other members and Officers in the third person, i.e. Commandant, Judge Advocate, etc.
- E. Members do not cross talk or talk directly to each other when another member is speaking.
- F. Keep discussion focal to the issue, not to personalities or motives.
- G. When correcting a member, refer to him as "The Speaker."
- H. Members are to speak clearly and loud, so all can hear.

VII To Ensure Equality, Justice and Impartiality, the Commandant or the Chair:

- A. Does not take sides.
- B. Allows for everyone to be heard in a debate.
- C. Knows the rules and applies them judiciously.
- D. Ensures that all sides of an issue are heard and the rules of debate are carefully followed.
- E. Allows motions to take a vote (ballot or hand) during a controversial issue.
- F. Afford the right to a trial or hearing to those accused of wrongdoing.

VIII The Rule of the Majority and Protection of the Minority

- A. Members have the right to have notice of all meetings.
- B. Members have a right to know when there is a proposal to rescind or amend something previously adopted.
- C. In any situation where rights may be taken away from members, two-thirds of the members present must approve the motion, i.e., amending governing documents, or the removal of a member from office.
- D. No one has the right to require a higher vote than a majority on issues unless specified by the Bylaws.
- E. Members have a right to be informed of the work of the organization via minutes or reports of Board action, committee action and work product.

IX Business Meeting Motions

There are Five Classes of motions:

1. Subsidiary motions
2. Main motions
3. Privileged motions
4. Incidental motions
5. Motions that bring a question again to the membership

X Main Motions

The most common way to present business at a meeting is to make a main motion:

1. Motions are made and then the idea is discussed
2. Main motions are those that have not been previously made or acted upon
3. A motion contains all pertinent information, including who, what, why, where and when
4. All motions should be in the positive, not in the negative

XI Basic Steps in Presenting a Motion

- A. Member stands and addresses the Commandant (or the Chair)
- B. The Chair recognizes and assigns the member the floor
- C. The member states their motion by stating "I move that or, I move to"
- D. Another member must second the motion by stating, "I second the motion"
- E. If there is no second, the Chair will say, "Without a second, the motion will not be considered"
- F. The Commandant (or Chair), restates the motion and places it before the members by saying "It is moved and seconded; is there any discussion?"
- G. Debate and discussion follow
- H. Following debate and discussion, the Commandant (or Chair) puts the motion to a vote by stating "All those in favor say 'AYE', those opposed say 'NO'"
- I. The Chair announces the vote and assigns who will carry out the action

XII Subsidiary Motions

- A. Help the membership dispose of the main motion
- B. Subsidiary motions always do something to the main motion and are ranked from the top to the bottom
 - 1) Lay on the table (set aside temporarily)
 - 2) Refer to a committee
 - 3) Amend (change the motion)
 - 4) Postpone indefinitely (kills the motion)

XIII Privileged Motions

- A. Do not relate to the main motion
- B. Relate to special matters of immediate importance that arise during the meeting
- C. These motions take a higher rank over subsidiary motions and are ranked from the highest to the lowest
- D. Fix a time at which to adjourn
- E. Adjourn
- F. Recess (take a break)
- G. Raise a question of privilege/welfare of the group, or individual)
- H. Call for the Orders of the Day (stick to the agenda)

XIV Incidental Motions

- A. Incidental motions deal with questions of procedures
- B. They do not affect the main motion
- C. These motions are not debatable
- D. Must be taken up immediately
 - 1. Point of Order (its against the rules)
 - 2. Appeal (disagree with the Chair's ruling)
 - 3. Division of members (question result of the vote)
 - 4. Requests and inquiries (questions)
 - 5. Suspends the rules
 - 6. Division of the question (divide the motion into two or more questions)

XV Motions to Bring a Question Again to Member

- A. Brings a motion back to the assembly
- B. To consider the vote
- C. To amend or rescind what was adopted
- D. To discharge a committee
- E. Are only made when there is no business on the table
- F. Motions are debatable, except for a motion to take from the table
- G. If prior notice was not given to the members, a two-thirds majority vote is necessary to amend or rescind something that was previously adopted

SALUTING BY ACTIVE DUTY AND VETERAN MARINES

UNCLASSIFIED//

ALMAR 052/08

MSGID/GENADMIN/CMC WASHINGTON DC CMC//

SUBJECT: CUSTOMS AND TRADITIONS//

REF/A/DESC:DOC/CMC WASHINGTON DC/05MAY2003//

AMPN/REF A IS MCO P5060.20, MARINE CORPS DRILL AND CEREMONIES
MANUAL.//

GENTEXT/REMARKS/



1. THIS ALMAR REINFORCES THE IMPORTANCE OF OUR CUSTOMS AND TRADITIONS AND AMPLIFIES THE PROVISIONS OF THE REFERENCE FOR RENDERING SALUTES AND HONORS TO THE NATIONAL FLAG; THE PROPER CONDUCT OF THE MARINE CORPS BIRTHDAY CAKE CUTTING CEREMONY; AND THE PLAYING OF THE MARINES' HYMN.
2. CUSTOMS AND TRADITIONS PROVIDE A LINK TO THE PAST; THEY BOND MARINES WHO HAVE GONE BEFORE WITH MARINES WHO WILL CARRY THE TORCH THROUGH THE FUTURE. ANY LOSS OF TRADITION OR IMPROPER OBSERVATION OF CUSTOM BLURS OUR IDENTITY AND WEAKENS US AS AN INSTITUTION. THROUGH THE FAITHFUL ADHERENCE BY COMMANDERS AND EACH INDIVIDUAL MARINE, WE PRESERVE OUR IDENTITY AND REPUTATION AS A UNIQUE AND ELITE FIGHTING ORGANIZATION.
3. SALUTING. A RECENT CHANGE TO THE LAW HAS AUTHORIZED ACTIVE DUTY AND RETIRED SERVICE MEMBERS TO SALUTE THE NATIONAL COLORS, WHETHER COVERED OR UNCOVERED, INDOORS OR OUT. BY CUSTOM AND TRADITION, MARINES DO NOT RENDER THE HAND SALUTE WHEN OUT OF UNIFORM OR WHEN UNCOVERED. LET THERE BE NO CONFUSION; THAT HAS NOT CHANGED. DURING THE PLAYING OF THE NATIONAL ANTHEM, OR THE RAISING, LOWERING, OR PASSING OF THE NATIONAL FLAG, MARINES WILL CONTINUE TO FOLLOW NAVAL TRADITIONS AND THE POLICY / PROCEDURES CONTAINED IN REFERENCE (A). SPECIFICALLY, MARINES NOT IN UNIFORM WILL FACE THE FLAG, STAND AT ATTENTION, AND PLACE THE RIGHT HAND OVER THE HEART. IF COVERED, MARINES NOT IN UNIFORM WILL REMOVE THEIR HEADGEAR WITH THE RIGHT HAND AND PLACE THEIR RIGHT HAND OVER THEIR HEART. WHEN THE FLAG IS NOT PRESENT, MARINES WILL ACT IN THE SAME MANNER WHILE

FACING IN THE DIRECTION OF THE MUSIC. IN CASES SUCH AS INDOOR CEREMONIES, WHEN MARINES ARE IN UNIFORM AND UNCOVERED, THEY WILL FACE THE FLAG, OR THE DIRECTION OF THE MUSIC WHEN THE FLAG IS NOT PRESENT, AND STAND AT ATTENTION.

4. THE MARINE CORPS BIRTHDAY CAKE CUTTING CEREMONY. THE MARINE CORPS BIRTHDAY CAKE CUTTING CEREMONY IS ONE OF OUR TIME-HONORED TRADITIONS IN GARRISON, IN THE FIELD, AND IN COMBAT. ONE OF THE MOST IMPORTANT ELEMENTS OF THE CEREMONY IS THE TRADITIONAL RECOGNITION OF THE OLDEST AND YOUNGEST MARINES PRESENT. TO CLARIFY THE LANGUAGE IN REFERENCE (A), THE COMMANDER CUTS THE CAKE AND HANDS THE FIRST PIECE TO THE GUEST OF HONOR. THEN THE COMMANDER HANDS THE SECOND PIECE OF CAKE TO THE OLDEST MARINE PRESENT AS A SIGN OF HONOR AND RESPECT TO EXPERIENCE AND SENIORITY. AFTER TAKING A BITE, THE OLDEST MARINE PASSES THE SECOND PIECE OF CAKE, AND A CLEAN FORK, DIRECTLY TO THE YOUNGEST MARINE PRESENT; THIS ACTION SYMBOLIZES THE PASSING OF WISDOM, KNOWLEDGE, AND EXPERIENCE, AS WELL AS TRUST AND CONFIDENCE IN THOSE WHO WILL CONTINUE TO CARRY ON OUR MARINE CORPS TRADITIONS.

5. PLAYING OF THE MARINES' HYMN. THE MARINES' HYMN IS THE OFFICIAL HYMN OF THE MARINE CORPS. IT IS THE SONG OF PRAISE TO OUR INSTITUTION AND THE LYRICS ARE A DIRECT TRIBUTE TO OUR WARFIGHTING CULTURE. BY CUSTOM AND TRADITION, THE MARINES' HYMN IS THE LAST SONG PLAYED AT CEREMONIES AND GATHERINGS OF MARINES. ALTHOUGH THE REFERENCE ALLOWS FOR THE PLAYING OF SPECIAL MUSIC REQUESTS BEFORE THE MARINES' HYMN, SUCH AS "ANCHOR'S AWEIGH," THIS IS BY EXCEPTION AND AT THE DISCRETION OF THE LOCAL COMMANDER.

6. ONE OF OUR HALLMARKS AS MARINES IS THAT WE ARE AS GOOD ON PARADE AS WE ARE IN THE ATTACK. OUR SHARP APPEARANCE - IN AND OUT OF UNIFORM - AND OUR SUCCESS IN BATTLE ARE TWO IMPORTANT PARTS OF OUR IDENTITY. WE TAKE PRIDE IN OUR TRADITIONS, AND THEIR UNIFORM APPLICATION, WHEREVER MARINES ARE ASSIGNED.

SEMPER FIDELIS,

JAMES T. CONWAY,

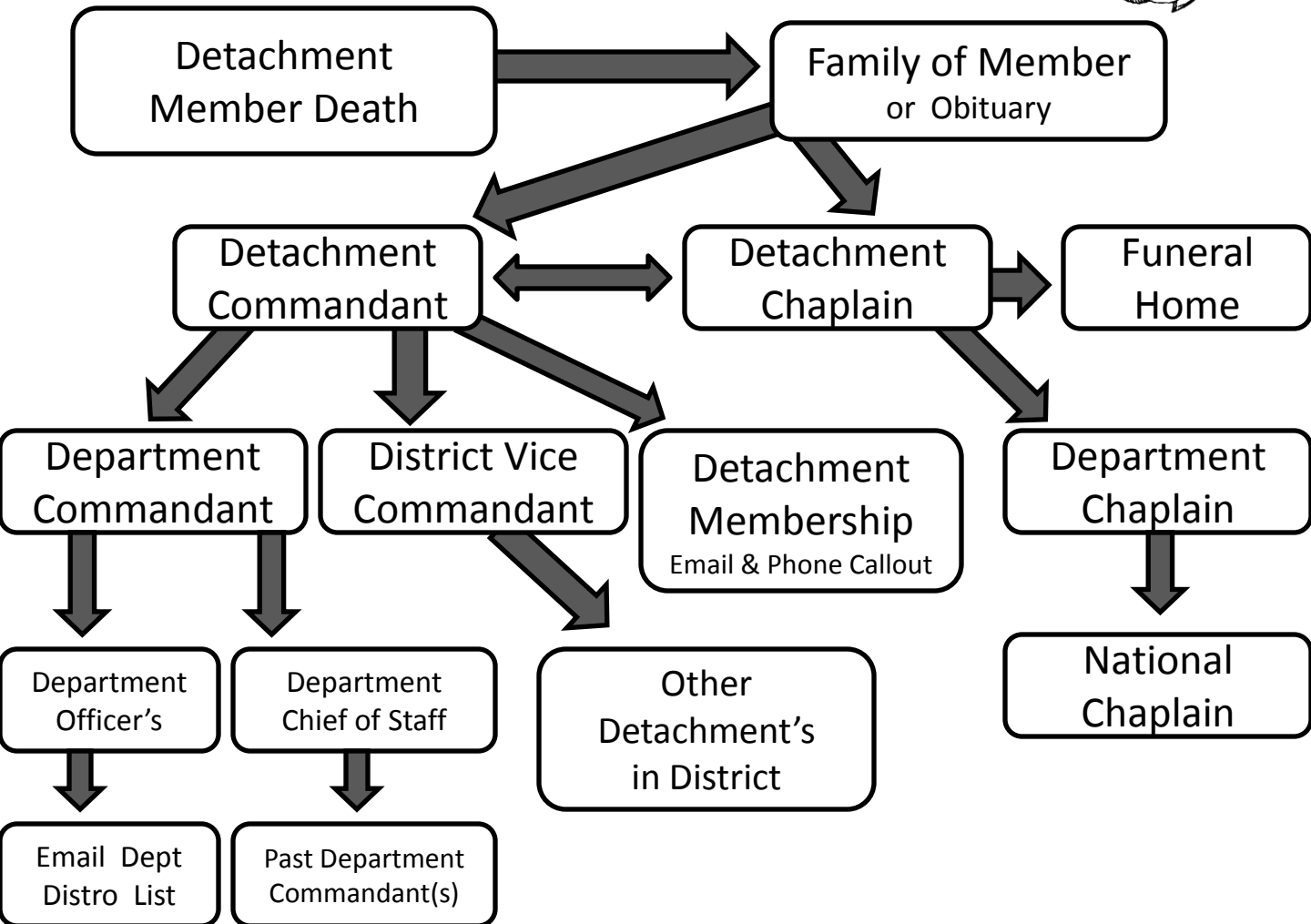
GENERAL, U.S. MARINE CORPS, COMMANDANT OF THE MARINE CORPS.

SECTION 7

MARINE CORPS LEAGUE
Department of Maryland



REPORT OF A DEATH



Follow this flow chart and what do you get ?

**Increased Participation at a
MCL Member's Wake and/or Funeral**

Once a Marine, Always a Marine

It is our duty to ensure that all Marines or FMF Navy Corpsmen
are buried with the proper burial honors.

Notice of Death Form

Standard Operating Procedure – Department of Maryland

Scope

This SOP was created to assist all Detachment and Department Chaplains in clarifying how this process works throughout the routing process of submitting a Notice of Death form and the responsibilities and accountability of each Chaplain in the chain of command.

Detachment Chaplain

Upon notification of the passing of a member, a Notice of Death form **shall** be completed. The preferred time frame for doing so is within 48 hours of notification.

NOTE – If the member is on your most current Detachment roster (which can be a Regular, Associate or Honorary Member), whether in ‘good standing’ or not, this form **MUST** be completed. This is about closure for a member regardless if the member is currently paid up or in arrears with their annual dues.

The Detachment Chaplain should already have blank copies of the Notice of Death form on hand. If blanks are needed, the Detachment Chaplain is empowered to call National Headquarters and request blank forms. National will postal mail them out (free of charge) to the Detachment Chaplain. A copy of the form is also attached to this SOP for use. It is in editable PDF format which can easily be printed and mailed to your Department Chaplain as well.

The form doesn’t clearly define “who” is responsible for completing it; however the best approach is for the Chaplain to work with the Adjutant/Paymaster to obtain the necessary information to complete the form. **Ultimately, any Officer can submit this form to ensure proper closure for the member.**

NOTE – Some members may live out of the general vicinity of the detachment’s operating area or even out of State. It is the **Detachment’s responsibility** to keep in contact with these non-visible members to ensure that none of them have passed away. This is the primary reason why PLM (Paid Life Membership) Audits are conducted annually.

Do **not** leave any area of the form empty.

- If there is no person known to add as being “survived by”, put ‘N/A’ in the appropriate areas.
- If the member was not a LIFE Member in the League, simply put ‘N/A’ in the PLM Number area.
- Under comments, if there is nothing to be added, simply put ‘N/A’ in that area.

NOTE – If using the carbon copy form, ensure that **every** page is clearly legible.

If completing the form by hand, ensure that it is done in **PRINT** and **CLEARLY** legible for anyone to read. Illegible forms ‘may’ cause unnecessary delays at the Department and National levels, so the initial responsibility is to have it done correctly at the Detachment level, the Detachment Chaplain will retain and file away the appropriate sheet of the carbon copy form. If using the attached electronic form, simply print it, color code each copy appropriately with a highlighter and forward the copies (White, Green, Yellow, Pink) to the Department Chaplain.

The **Department Chaplains Address** is available in the **Department Staff Directory** OR on the **Department Website** www.deptofmdmcl.org , **Department Officer’s Page**.

The Department Chaplain will send a sympathy card if this notice is received within thirty (30) days from date of death, unless otherwise requested.

Department Chaplain's Responsibility

Upon receiving the Notice of Death form, the Department Chaplain is responsible for ensuring it has been filled out completely. If there are areas that are not filled in, contact the Detachment Chaplain (Preferably by phone) to discuss the missing information and add it to the form. Once the form has been approved for forwarding, the appropriate copy of the carbon form will be retained by the Department Chaplain. If received via email, a hard copy or electronic copy will be retained. The balance copies of the carbon form (or appropriate hard copies of the electronic form) will then be mailed to National Headquarters. The preferred time frame for doing so is within 48 hours of receiving the notice.

The mailing address for all Notice of Death forms to be mailed to is:

MCL National Headquarters
P.O. Box 3070
Merrifield, VA 22116

National Headquarters Responsibility

Once National Headquarters has received the Notice of Death form, the member will be removed from the National roles. By doing so, all postal mailings (IE – The “*Semper Fi*” magazine, label program solicitations, etc) will be cancelled as well.

NOTE – The “*Semper Fi*” magazine has deadline dates to meet for every edition that is published and mailed out. If the member's name is not listed in the TAPS section in the next edition you receive, it will be in the following edition.

Once National Headquarters has completed the removal of the member from the National roles, a copy of the Notice of Death form is then sent to the National Chaplain. In addition, a replacement Notice of Death form will be mailed to the person who originally submitted it at the Detachment level.

National Chaplain's Responsibility

Once the National Chaplain receives the member's Notice of Death form, a sympathy card will be mailed out to the person who the member is survived by; as noted on the form. This completes the routing process of this form and gives closure, at all levels, for this member.

NOTE – If the time from the date of death of the member and when the National Chaplain has received the form exceeds 60 days, a sympathy card will **NOT** be mailed out, so do not allow any delay at the Detachment and Department levels in getting this form submitted.

— NOTICE OF DEATH —
MARINE CORPS LEAGUE



_____ of the _____
(Leaguer's Name)

Detachment, Marine Corps League did answer his/her final Earthly Roll Call on

_____, The deceased is survived by _____
(Date) (Relation's Name)

_____ who resides at: _____
(Relationship)

Street _____

City _____ State _____ Zip _____

Membership No. _____ PLM No. _____ Detachment No. _____

Comments:

Submitted By: _____

Date: _____

Title: _____

Street: _____

City: _____ State _____ Zip _____

(1) A sympathy card will be sent if this notice is received within sixty (60) days from the date of death, unless otherwise requested.

(2) A replacement form will be sent to the individual submitting this form.

Detach and retain bottom copy. Forward balance to Department Chaplain.
Department Chaplain retain bottom copy and forward balance to National Headquarters. National Headquarters will forward form to National Chaplain.

Cut Here

Dress Guidance for Military Funeral Honors

The guiding principle for the partners' military funeral honors attire is that it should be professional and appropriate for a funeral. The attire may be the members' organization "uniform" or may be business attire suitable for the occasion.

Organization Uniform:

- A number of Veterans Service Organizations have a uniform, which distinguishes their membership in the organization.
- Veterans Service Organization uniforms are appropriate for the rendering of honors and add recognition of the organization's paying of respect to the deceased veteran.
- There may be instances when partners participating in the funeral detail represent several different Veterans Service Organizations. It is appropriate for partner members to wear the uniform of their respective organization in the detail.

Business-Attire-Based Uniform:

- If the partners do not have an organizational uniform, business attire is an appropriate alternative.
- A hat is not required. However, members of Veterans Service Organizations normally have "Caps" which show their membership in the organization. These "Caps" are appropriate for the rendering of honors and may be worn with business attire.
- As in the wearing of the organization uniform, if there are partner members from different organizations, it is appropriate for each to wear the cap from their respective organization.

The dress standards you establish for the partners should consider professionalism, dignity and proper appearance for a funeral.

Return to Fundamental Standards or Grooming/Appearance Guidance.

Grooming and Appearance Guidance

The following is offered as guidance for grooming and appearance. The guiding principle should be that partners participating in a funeral detail appear neat and professional.

Grooming:

- HAIR: Hair should be clean and neat.
- FACIAL HAIR: Men should be clean-shaven or have neatly groomed mustaches, beards, and sideburns.

Appearance:

- WEIGHT: The AP³ partners do not have a weight standard by which partners must abide. The only guidance regarding weight that you should pass along to your partners is that all articles of dress must fit appropriately for an individual's weight and as intended in design.
- JEWELRY: It is appropriate for partners to limit exposure of jewelry during the rendering of funeral honors.
- SERVICEABILITY: Members should wear only those "uniform" items that are clean and replete with all buttons.

You may refer to additional dress guidance for your partners or return to Fundamental Standards.

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Eligibility

Who is eligible for Military Funeral Honors?

- Military members who died while on active duty or in the Selected Reserve
- Former military members who served on active duty or in the Selected Reserve and were discharged under other than dishonorable conditions
- Former military members who completed at least one term of enlistment or period of initial obligated service in the Selected Reserve and were discharged under other than dishonorable conditions
- Further clarification on eligibility is available on our [DoD Policy page](#).

Who is NOT eligible for Military Funeral Honors?

- Any person separated from the Armed Forces under dishonorable conditions or whose character of service results in a bar to veteran's benefits
- Any person who was ordered to report to an induction station, but was not actually inducted into military service
- Any person discharged from the Selected Reserve prior to completing one term of enlistment or period of initial obligated service for reasons other than a disability incurred or aggravated in the line of duty
- Any person convicted of a Federal capital crime and whose conviction is final (other than a person whose sentence was commuted by the President)
- Any person who has been convicted of a State capital crime and whose conviction is final (other than a person whose sentence was commuted by the Governor of a State)
- Any person who
 - a. is found to have committed a Federal capital crime or a State capital crime, as set forth in [section 2411\(c\) of title 38](#), but,
 - b. has not been convicted of such crime by reason of such person not being available for trial due to death or flight to avoid prosecution

For additional information, refer to [Title 38, United States Code, Section 2411](#) on the Department of Defense policy of this website.

See also paragraph 4.7.4 of Department of Defense Instruction 1300.15 on the [Department of Defense](#) policy of this website.

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How do I establish veteran eligibility?

The preferred method is to provide the member's DD Form 214, Certificate of Release or Discharge from Active Duty. If the DD Form 214 is not available, any discharge document showing honorable service can be used. The DD Form 214 may be obtained by completing a Standard Form 180; once the DD Form 214 is received send it to:

National Personnel Records Center(NPRC)
9700 Page Blvd.
St. Louis, MO 63132

If requested, the NPRC can provide a Standard Form 180 by mail, or it can be downloaded from the Internet at: <http://www.archives.gov/veterans/military-service-records/standard-form-180.html>

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Is anyone else eligible to receive Funeral Honors?

Yes, members of the Commissioned Officer Corps of the **Public Health Service (PHS)** and **National Oceanic and Atmospheric Administration (NOAA)**. Certain Civilian or Contractual Groups who have been given **Active Duty Service Determinations** are eligible as well as National Guard members.

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How is PHS eligibility for Funeral Honors established?

For PHS Personnel, Funeral Honors eligibility is established by submitting PHS Form 1867, Statement of Service (equivalent to the DD Form 214). If the family does not have a copy of the Statement of Service, it may be obtained by contacting the Privacy Coordinator for the Commissioned Corps at (240) 453-6041 or by writing:

Division of Commissioned Corps Officer Support
Attention: Records Officer
1101 Wootton Parkway
Plaza Level, Suite 100
Rockville, MD 20857

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How is NOAA eligibility for Funeral Honors established?

For NOAA personnel, eligibility is established by submitting NOAA Form 56-16, Report of Transfer or Discharge. If the family does not have a copy of the NOAA Form 56-16, it may be obtained by contacting the Chief, Officer Services Division, NOAA Commissioned Personnel Center at (301) 713-7715 or by writing:

National Oceanic and Atmospheric Administration
Commissioned Personnel Center
Chief, Officer Services Division (CPC1)
8403 Colesville Rd.
Suite 500
Silver Spring, MD 20910

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How does a family request Funeral Honors for NOAA or PHS decedents?

The families of PHS and NOAA decedents request Funeral Honors through their funeral director. The funeral director will contact the applicable points of contact at PHS or NOAA to arrange the Funeral Honors detail.

Military Funeral Honors for PHS or NOAA decedents is provided by the Coast Guard.

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How is Funeral Honors eligibility for Civilian or Contractual Groups established?

By virtue of Public Law (P.L.) 95-202, individuals other than current/former uniformed service members can be considered 'veterans' under Title 38 (which contains the laws administered by the VA). Section 401 of P.L. 95-202 established a process whereby the Secretary of Defense could designate certain groups' service as active duty for the purpose of 'all laws administered by the Veterans' Administration.' These 'Active Duty Designees' would be eligible for Military Funeral Honors.

The Secretary of the Air Force has been delegated the responsibility, under Department of Defense Directive 1000.20., to make determinations under P.L. 95-202. This directive can be found at <http://www.dtic.mil/whs/directives/corres/pdf/100020p.pdf>. The groups who could be considered for an 'active duty' designation by the Secretary must have rendered service to the Armed Forces of the United States in a capacity considered civilian employment or contractual service at the time the service was rendered.

[Section 1491 of Title 10, U.S.C.](#) , requires the Secretary of Defense to provide a Funeral Honors detail upon request to any 'veteran.' Section 1491 defines 'veteran' as, among other things, 'a decedent who served in the active military, naval, or air service (as defined in section 101(24) of title 38)... ' Section 101(24), in turn defines the term 'active military, naval, or air service' to include 'active duty.' Since Active Duty Designees have served on 'active duty' for purposes of Title 38, Active Duty Designees would therefore be 'veterans' under title 10, U.S.C. Section 1491 for purposes of receiving Funeral Honors required by that statute.

The attached list contains a complete listing of those Groups who have been given 'active duty' determinations, [Recognized Groups Under Public Law 95-202](#).

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Military Funeral Honors
Home || [F.A.Q.](#)

User support: dodhra.mc-alex.dmdc.mbx.funeral-honors@mail.mil

Thu Apr 17 18:50:41 PDT 2014
[USA.gov](#) [No Fear Act](#) [Accessibility/Section 508](#)

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Frequently Asked Questions

- [What is Military Funeral Honors?](#)
- [What can the family of an eligible veteran expect?](#)
- [How much does a Military Funeral Honors detail cost?](#)
- [How many Funeral Honors ceremonies can a veteran receive?](#)
- [How does a family request Funeral Honors?](#)
- [How much notice should be provided for the Funeral Honors request?](#)
- [Where can I write to obtain copies of my military records to verify my entitlement for Funeral Honors?](#)
- [To whom can I write to express comments or concerns about the Military Funeral Honors program?](#)
- [Who is eligible for a burial flag?](#)
- [What is a Presidential Memorial Certificate: Who is eligible to receive this certificate? How does the family obtain this certificate?](#)
- [How do I request a grave headstone or marker?](#)

What is Military Funeral Honors?

Military Funeral Honors is a way to show the nation's deep gratitude to those who, in times of war and peace, have faithfully defended our country. This ceremonial paying of respect is the final demonstration a grateful nation can provide to the veteran's family. By law, an honor guard detail for the burial of an eligible veteran shall consist of not less than two members of the Armed Forces. One member of the detail shall be a representative of the parent Service of the deceased veteran. The honor detail will, at a minimum, perform a ceremony that includes the playing of **Taps** and the **folding and presentation of the American Flag** to the next of kin. Taps will be played by a bugler, if available, or by **Ceremonial Bugle**, or electronic recording (CD or tape).

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What can the family of an eligible veteran expect?

The core elements of the Funeral Honors ceremony, which will be conducted on request, include: **Flag Folding**, **Flag Presentation** and the Playing of **Taps**.

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How much does a Military Funeral Honors detail cost?

Military Funeral Honors are provided by the [Department of Defense](#) at no cost to the family.

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How many Funeral Honors ceremonies can a veteran receive?

Veterans are entitled to one Funeral Honors ceremony only.

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How does a family request Funeral Honors?

Families of eligible veterans should request Funeral Honors through their funeral director. The funeral director will contact the appropriate Military Service to arrange for the Funeral Honors detail. Families in possession of their veteran loved ones' remains, who now desire to have a burial ceremony, may contact the appropriate Military Funeral Honors coordinator by accessing the database on the [Funeral Directors' Information page](#) of this website. Indicate the Service of the deceased and the state where burial will take place then call the number provided. Service Funeral Honors personnel will assist you in arranging for Honors.

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How much notice should be provided for the Funeral Honors request?

The Services request at least 48-hours in order to organize the Funeral Honors detail.

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Where can I write to obtain copies of my military records to verify my entitlement for Funeral Honors?

If you wish to obtain copies of your military records, you may submit a request following the guidance on the VETRECS website: <http://vetrecs.archives.gov> (Note: VA website identifies NOK for this purpose as Surviving Spouse that has not remarried, Father, Mother, Son, Daughter, Sister, Brother)

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To whom can I write to express comments or concerns about the Military Funeral Honors program?

You may write to the following address for a [Department of Defense](#) response, or to the individual Service address provided on the [Military Service Coordinators page](#) if you would prefer to address your comments to a specific Service.

Deputy Assistant Secretary of Defense
(Military Community and Family Policy)
4000 Defense Pentagon, Room 5A726
Washington, DC 20380-400

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Who is eligible for a burial flag?

The [Veterans Administration](#) verifies eligibility in accordance with Title 38 USC 2301. Your funeral director will assist you in obtaining a flag. More information is available at: <http://www.cem.va.gov/cem/bbene/bflags.asp>

The VA authorizes only one flag and the order of precedence is:

surviving spouse, children according to age, parents (including adoptive, stepparents, and foster parents), brothers or sisters (including brothers or sisters of half-blood), uncles or aunts, nephews or nieces, and others such as cousins or grandparents.

When there is no next-of-kin, VA will furnish the flag to a friend making a request for it. If there is no living relative or one cannot be located, and no friend requests the flag, it must be returned to the nearest VA facility. The VA is not able to provide replacement burial flags even for lost or damaged flags.

In the case of in-service deaths (active duty), the Defense Department provides a U.S. flag to drape the casket or to be presented at a memorial service. After the service, the flag is given to the next of kin.

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What is a Presidential Memorial Certificate: Who is eligible to receive this certificate? How does the family obtain this certificate?

This is a parchment certificate with a calligraphic inscription expressing the nation's grateful recognition of an honorably discharged, deceased veteran's service in the Armed Forces. The veteran's name is inscribed and the certificate bears the signature of the President.

Next of kin, other relatives and friends may request the certificate in person at any [VA](#) regional office or by mail. For information about requesting a Presidential Memorial Certificate, please visit <http://www.cem.va.gov/pmc.asp>
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How do I request a grave headstone or marker?

Your funeral director will assist you if you have questions about grave markers. Family members can also write to the [VA](#) at:

Memorial Programs Service (41B)
Department of Veterans Affairs
5109 Russell Road
Quantico, VA 22134-3909

For additional assistance you may contact the: Applicant Assistance Unit- Toll Free number: 1-800-697-6947, or via e-mail at mps.headstones@va.gov.

More information is available at: <http://www.cem.va.gov/hmm/>
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Marine Corps League

Harford County Detachment 1198



Introductory Package
given to
Funeral Home



-



MARINE CORPS LEAGUE
Harford County Detachment #1198
P. O. Box 656
Jarrettsville, Maryland 21084-0656

Charles L. Warns, Jr.
"Fallen Marine" Program
Coordinator

8 June 2010

Director/Owner:

The purpose of this letter is to inform you and your clients of a program known as the "Fallen Marine Program" that is presented to families of present and former Marines who have passed away. The program is also available to be presented to Navy Corpsman who served as Fleet Marine Corpsman assigned to a Marine Corps unit.

The program consists of a presentation conducted by the Harford County Detachment of the Marine Corps League. The presentation is usually done at the viewing service for the Fallen Marine. The service consists of the presentation of a Certificate of Honorable Service, the Eagle, Globe and Anchor emblem, and a presentation folder. In the event the Fallen Marine is an active duty Marine who lost his life in action, the above is presented and additionally a Gold Star mother banner is presented.

The program takes about ten to fifteen minutes to present. It usually consists of four members of the detachment honor guard. At times there could be more members present, but only four members are involved in the actual presentation. Upon arrival of the detachment members, I will meet with the person handling the funeral for the establishment and discuss any needs the detachment would have for the presentation. Usually it is to give him/her a CD that is used to play music that is part of the program. I will ask that person to point out the family members and to be sure they are seated in a position that affords easy access to them for presentation of the items presented to the family.

I have enclosed a package consisting of the items to be presented at the viewing and the requirements of the Marine Corps League in order for the program to be presented to the Fallen Marine. The Marine should be separated from the Marine Corps under honorable conditions in order for the detachment to conduct the program.

If I could have notice of a service for a former or active duty Marine that will be taking place at your establishment, as soon as possible after you have been contacted regarding the service, that would give me time to form a unit to do the presentation.

The detachment would appreciate it very much if your establishment could offer our program to the family of any Fallen Marine or FMF Corpsman being brought to your attention. Permission of the family is needed for the presentation to take place.

I can be contacted at 410-256-5976 (home) or 410-804-6955 (cell) in order to notify the detachment of the family's request for our program.

Thank you for your interest in our program and your assistance with making it available to the families.

Semper Fidelis,

Charles I. Warns, Jr.
Fallen Marine Coordinator
Harford County Detachment
Marine Corps League

Harford County Detachment #1198

Marine Corps League

Fallen Marine Presentation Request/Documentation

Full Name of Marine: _____

Rank at separation: _____

Date of entry into the Marine Corps: _____

Date of separation from the Marine Corps: _____

Theatre of action, if any: _____

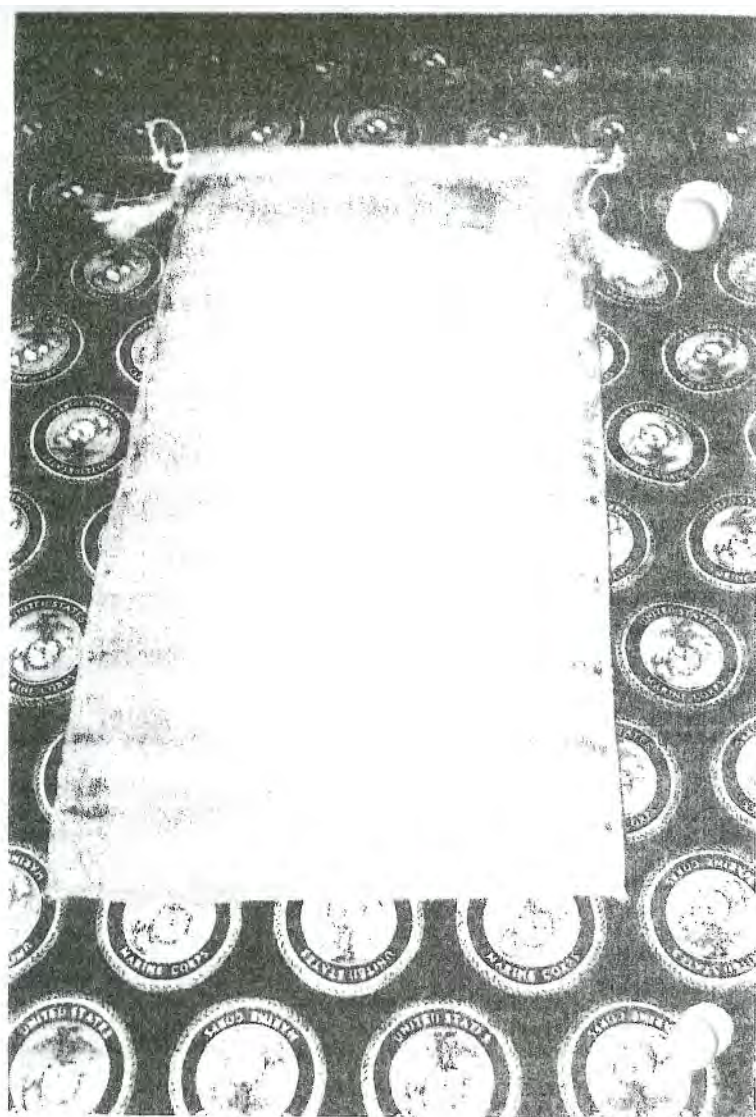
Highest decoration received: _____

Attach a copy of the DD214 if available.

1. Was the separation of the marine from the Marine Corps under honorable conditions? () Yes () No
2. Is the family of the deceased requesting the presentation of the "Fallen Marine" program by the Harford County Detachment of the Marine Corps League? () Yes () No
3. Funeral establishment handling the service: _____



GLASS GLOBE AND ANCHOR



GOLD STAR MOTHER BANNER

Marine Corps League



Certificate of Honorable Service

To the family of

Name of Fallen Marine

In appreciation and gratitude for his honorable service to the United States of America and the United States Marine Corps.

Awarded this 6th day of February, 2010

**The Marine Corps League
Harford County Detachment**

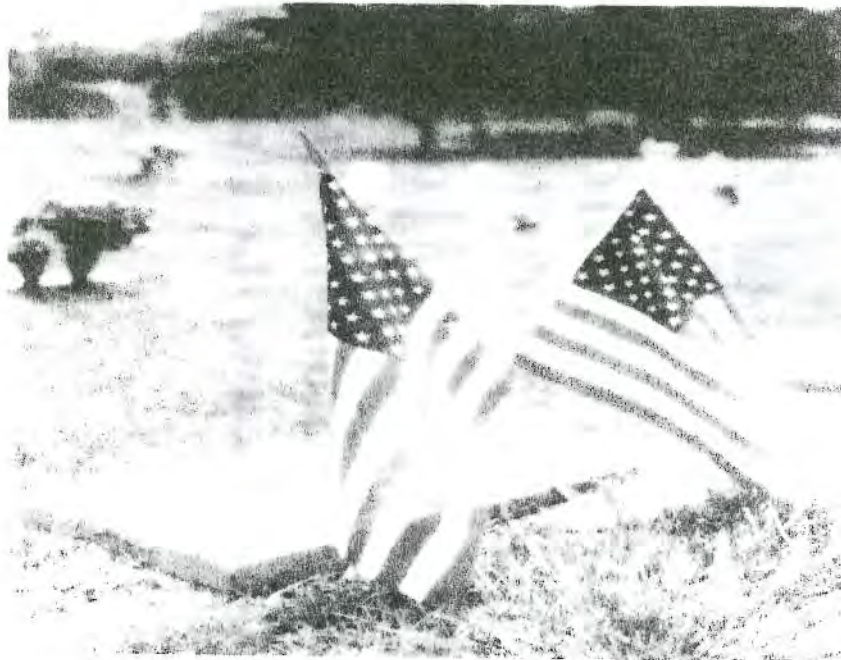
Charles L. Long
COMMANDANT

ADJUTANT

MARINE CORPS LEAGUE

HARFORD COUNTY DETACHMENT #1198

FALLEN MARINE PROGRAM



Charles L. Warns, Jr.

"Fallen Marine Program"

Coordinator

410-256-5976

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In Memoriam



Rank

Name

Date of Birth – Date of Death

Honorable Marine Corps Service

Date Entered to Date of Separation

America's Finest

"Semper Fidelis"



MARINE CORPS LEAGUE
HARFORD COUNTY DETACHMENT
P.O. BOX 656
JARRETTSVILLE MARYLAND 21084-0656

7 December 2010

To: The Family of Richard G. Deem,

The Marines of the Harford County Detachment, Marine Corps League, extend to you our sincere condolence on the loss of your love one. We hope that it will be the little things that you will remember; the quiet moments, the smiles, the laughter and, although it may seem hard right now, it will be the memory of these little things that help to push away the pain and bring smiles back again.

The Fallen Marine Program mission is to recognize and honor all Fallen Marines from Harford County. Our detachment maintains a website that is dedicated to all the Fallen Marines of Harford County who have reported to the Supreme Commandant for their final tour of duty. We do this to honor those Marines who served our country and the Marine Corps with honor. The website address is: www.officialhcmcl.org and listed under Final Muster.

In closing, we pray that time will help you with your loss. If the detachment can be of any assistance to you in the future, please feel free to contact us. I remain, Semper Fidelis (Always Faithful).

Sincerely,

**Donald Benson Sr.
Detachment Commandant**

Marine Corps League



DEPARTMENT OF MARYLAND HARFORD COUNTY DETACHMENT

7 December 2010

The Harford County Detachment of the Marine Corps League extends our condolence on the loss of your love one. We share in your loss for we too have lost a brother and a valued friend. Far too often across this great nation, the only recognition our Fallen Marines are receiving is a short one line reference in an obituary stating that they served in the Marine Corps. It is our duty to insure that each and every Fallen Marine from Harford County is honored and so the family may witness the special bond shared by all Marines.

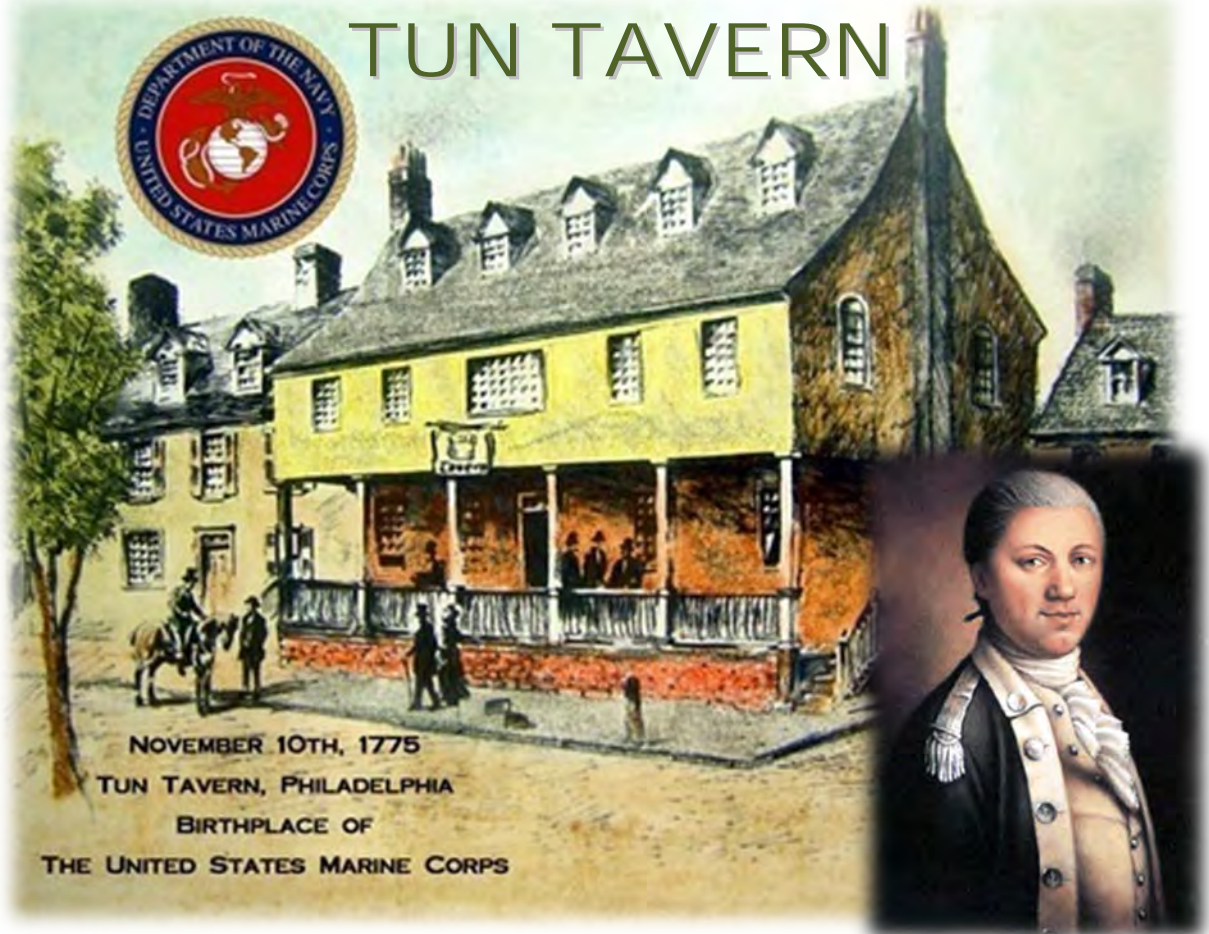
On behalf of the Harford County Detachment, we present this Marine Corps League Certificate of Honorable Service in appreciation and gratitude for NAME honorable service to his country and the Marine Corps.

And this symbol which each and every Marine wears with pride, the Marine Corps Eagle, Globe and Anchor. NAME is one of the few, who had earned the right and privilege to be called a Marine and wear this emblem,

Lastly, this presentation folder that gives an insight on being a Marine and honors our fellow Marine for his faithful service to God, country and the United States Marine Corps.

Our thoughts and prayers are with you at this difficult time. May God bless you and comfort you now and the days to follow.

Marine Corps History

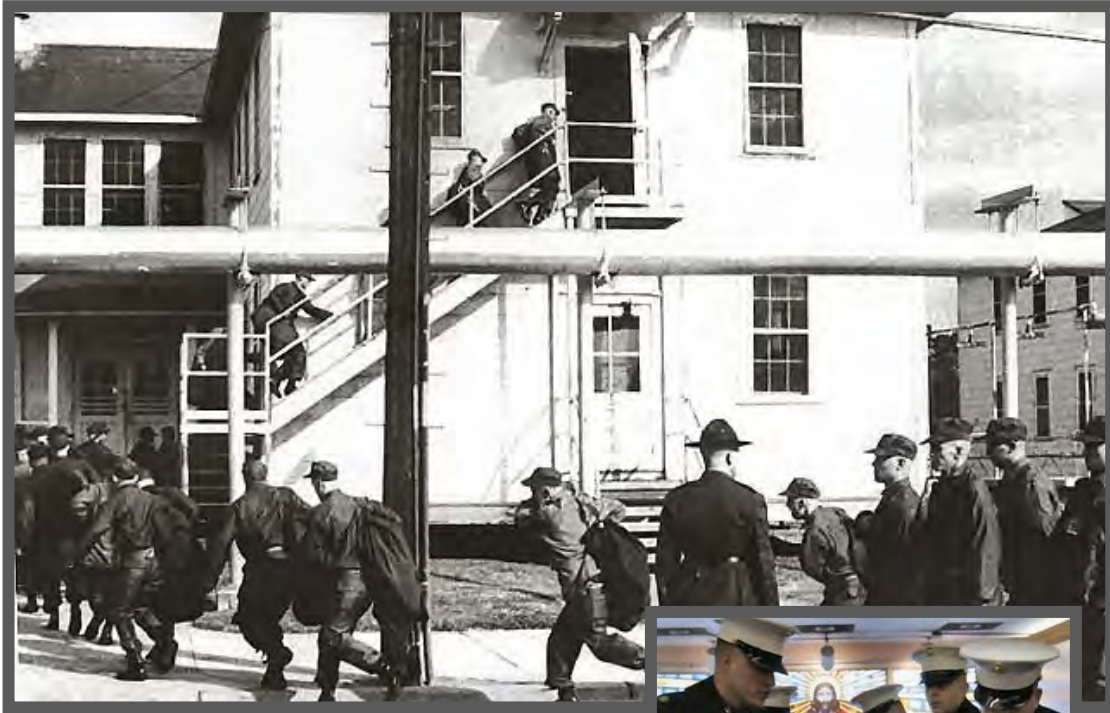


Samuel Nicholas

The Tun Tavern was a brew house built by Samuel Carpenter in 1685. It was located on Philadelphia's historic waterfront at the corner of Water Street and Tun Alley leading to Carpenter's Wharf near what is today known as "Penn's Landing."

On November 10, 1775, Robert Mullan, the proprietor of the tavern and son of Peggy Mullan, was commissioned by an act of Congress to raise the first two battalions of Marines, under the leadership of Samuel Nicholas, the first appointed Commandant of the Continental Marines serving from 1775 to 1781. Tun Tavern has been acknowledged as the birthplace of the United States Marine Corps. Each year on November 10th, Marines around the world toast the Marines birthplace on the most significant date in the history of the Corps.

The Change is Forever



FROM DAY ONETILL

Once a Marine...



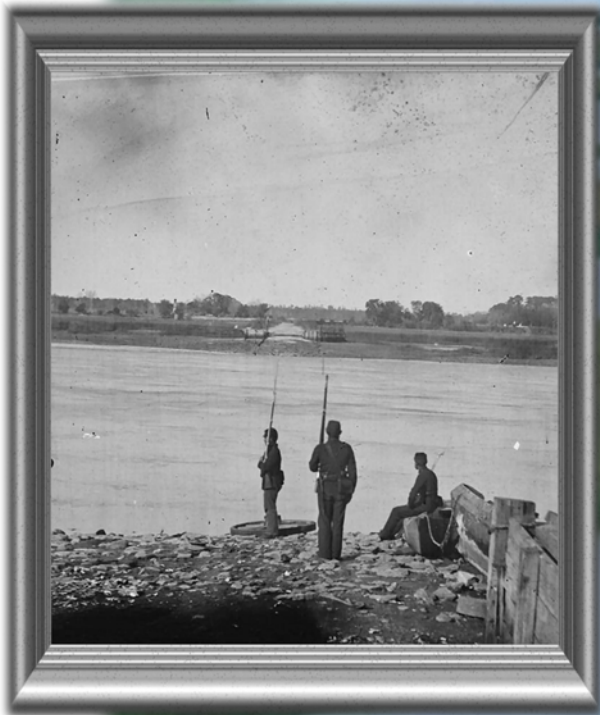
Always a Marine



“Semper Fidelis”

Marine Corps Recruit Depot

Parris Island, South Carolina



The view recruits see of the outside world for thirteen weeks of intense training. In 1715, the island was purchased by Colonel Charles Parris, given its current name, and used as a plantation until the Civil War. The first Marines to land on the island was in 1861, part of the Union Army occupation of Port Royal, South Carolina.

Until 1929, the only access to the island was by ferry or barge to transport people and supplies. In that year a causeway and bridge over Archer's Creek was completed.

Where It All Began



**Beautiful Beaufort by the Sea-
26 miles from Yemassee-
Parris Island will surely be-
Hell Island for recruits like me**



**Answered His Countries Call
to Duty with Honor**

Marine Corps Lingo

Jarhead Jargon

Below - Downstairs
Bird - Any aircraft
Black Cadillac's - Combat Boots
Blouse - Cammie Shirt
BOHICA - Bend over here it comes again
Brass - Officers'
Brig - Military Jail
Brown Bagger - Married Marine
Boot Lewy - 2nd Lieutenant
Bulkhead - Wall
Bunker - A protective shelter
Buttcan - Ashtray
Butter Bar - 2nd Lieutenant
BX - Base Exchange

Cammies - Camouflage uniform
Canon Cocker - aka gun bunny personnel in an artillery battery
Click - One kilometer or one notch of a rifle sight
Chopper - Helicopter
Chow Hall - Where a Marine eats, like a cafeteria
Cover - Marine Corps Hat

Deck - Floor
Deuce and a half - 2.5 Ton Truck
Devildog - Another name for a Marine
Doggie - U.S. Army Soldier

Field Day - Barracks or Office cleanup
Float - Deployment by ship

Geedunk - Another term for food, usually a snack
Go-Fasters - Running shoes
Good to go - Ready to move, agree with, situation ok
Gook - A Vietnamese civilian, expanded to include any oriental
Grunt - A Marine infantryman
Gung Ho - Very enthusiastic and committed

CHOW HALL IN THE FIELD

Hatch - Door/doorway
Head - Bathroom / Restroom
High and Tight - Another term for a haircut
Horn - Radio
Hump - Field March

Jarhead - Another name for a Marine
John Wayne - A grandstander, or descriptive of a bold act, or any act which is typical in the movies but not sound Marine procedure, such as firing a machine gun from the hip. Also, a simple can opener that can be carried on the dogtag chain.

Ink Stick - Black Pen

K-BAR - Marine fighting knife
Klick - A kilometer

LPC's - Leather personnel carriers ... boots
Ladderwell - Stairwell
Leave - Vacation time
Liberty - Rest and relaxation - Authorized absence up to 96 hours
Lifer - Career Marine
Light Up - To fire on the enemy
Lipstick Lieutenant - Chief Warrant Officer 5
Lock and Load - Put ammunition in a weapon and prepare to fire

Maggie's Drawers - A red flag on the range connoting a miss
Maggot - DI's affectionate name for a recruit
Mess Hall - Cafeteria where a Marine eats
MOS - Military occupational specialty (job)
Moon Beam - Flashlight
Moon Floss - Toilet paper
Most Ricky Tick - In a hurry; with a purpose; move fast

NCO - Non-Commissioned Officer
Nonhacker - A man who can't perform under pressure

0-Dark Thirty - After midnight, but before working hours
Office Hours - Appearing before the Commanding Officer for discipline (NJP)
OOH RAH - Motivational call.

PCS - Permanent change of station
PFT - Physical Fitness Test
PT - Physical Training
Piece - Rifle
Pogybait - Candies
Pouge - Anyone other than infantry (headquarters personnel)

Rack - Bed
Rock - Dumb person, idiot

SNAFU - Situation Normal, All Fouled Up
Scuttlebutt - Rumor; Gossip / water fountain
Secure - lock up, close, take care of, finish for the day
SOS - Creamed beef on toast, a Marine delicacy
Skivvies - Underwear
Slop Chute - Bar
Smedly - An enlisted man who caters to officers and Staff NCOs' in the mess hall. Coined in honor of Smedly Butler, a Marine legend, for an obvious reason.
Smoking Lamp - A shipboard tradition which indicates permission to smoke (lit) or not to smoke (out)
Sparks - A man whose MOS is radioman or field communications
Squid - Sailor
Swab - Mop

TARFU - Things Are Really Fouled Up
Ten (10) Percenter - One of the small number of nonhackers in any unit
Topside - Upstairs
UA - Unauthorized absence

Courtesy of USMC HANGOUT

A Marines Final Inspection



The Marine stood and faced God,
Which must always come to pass.
He hoped his shoes were shining,
Just as brightly as his brass.

“Step forward now, you Marine,
How shall I deal with you?
Have you always turned the other cheek?
To my Church have you been true?”

The Marine squared his shoulders and said,
“No, Lord, I guess I ain’t.
Because those of us who carry guns,
Can’t always be a saint.

I’ve had to work most Sundays;
And at times my talk was tough.
And sometimes I’ve been violent,
Because the world is awfully rough.

But, I never took a penny,
That wasn’t mine to keep...
Though I worked a lot of overtime,
When bills got just too steep.

And, I never passed a cry for help,
Though at times I shook in fear.
And sometimes, God forgive me,
I’ve wept unmanly tears.

I know I don’t deserve a place,
Among the people here.
They never wanted me around,
Except to calm their fears.

If you’ve a place for me here, Lord,
It needn’t be so grand.
I never expected or had so much,
But if you don’t, I’ll understand.”

There was silence all around the throne,
Where the saints had often trod.
As the Marine waited quietly,
For the judgment of his God.

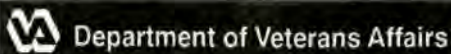
“Step forward now, you Marine,
You’ve borne your burdens well.
Walk peacefully on Heavens Streets,
You’ve done your time in Hell.”

God Bless America



*America Thanks You For
Your Honorable Service*





PRESIDENTIAL MEMORIAL CERTIFICATE REQUEST FORM

RESPONDENT BURDEN: Public reporting burden for this collection of information is estimated to average two minutes per response. Statutory authority for the Presidential Memorial Certificate (PMC) Program is 38 U.S.C. 112. The information requested is approved under OMB Control Number 2900-0567, and is necessary to allow eligible recipients (next of kin, other relatives or friends) to request additional certificates and/or replacement or correct certificates on receipt of the original PMC.

The National Cemetery Administration does not give, sell or transfer any personal information outside of the agency. VA may not conduct or sponsor, and you are not required to respond to this collection of information unless it displays a valid OMB Control Number. Responding to this collection is voluntary. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to VA Clearance Officer (005G2), 810 Vermont Avenue NW, Washington, DC 20420. **SEND COMMENTS ONLY.** *Please do not send applications for benefits to this address.*

INSTRUCTIONS: When inserting the veterans name below, **DO NOT** include nickname, military rank, or civilian title. Complete a new VA Form 40-0247 for each additional name and/or mailing address.

NAME OF VETERAN	NAME AND MAILING ADDRESS OF PERSON REQUESTING CERTIFICATE
NUMBER OF CERTIFICATES REQUESTED	
HOME OR WORK TELEPHONE NUMBER <i>(Include area code and do not insert spaces between numbers)</i>	SIGNATURE OF REQUESTOR

RETURN COMPLETED FORM ALONG WITH A COPY OF THE DISCHARGE DOCUMENTS TO:

Presidential Memorial Certificates (41A1C)
National Cemetery Administration
5109 Russell Road
Quantico, VA 22134-3903

Fax To: 1 (800) 455-7143

Or

INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next of kin using eVetRecs at <http://www.archives.gov/veterans/evetrecs/>.

2. Personnel records and Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service **less than 62 years** ago and STR's are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STR's of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs approximately 40 days after the last day of active duty. (See item 3, Archival Records, if the military member was discharged, retired or died in service over 62 years ago.)

a. Release of information: Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. An authorization signature, of the service member or the member's legal guardian, is needed in Section III of the SF180. Others requesting information from military personnel records and/or STR's must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next of kin may be any of the following: unremarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters **must provide proof of death**, such as a copy of a death certificate, letter from funeral home or obituary.

b. Fees for records: There is no charge for most services provided to service members or next of kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified as soon as that determination is made.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service **62 or more years** ago have been transferred to the legal custody of NARA and are referred to as "archival" records.

a. Release of Information: Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next of kin is not required. However, in order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and preclude the release of some information.

b. Fees for Archival Records: Access to archival records is granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). You will be notified if there is a charge for photocopies of documents contained in the record you are requesting.

4. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member or other authorized requester.

5. Definitions and abbreviations. DISCHARGED -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

6. Service completed before World War I. National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.

REQUEST PERTAINING TO MILITARY RECORDS

* Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/evetrecs/> *

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)		2. SOCIAL SECURITY NO.		3. DATE OF BIRTH		4. PLACE OF BIRTH	
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)							
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")	
a. ACTIVE COMPONENT							
b. RESERVE COMPONENT							
c. NATIONAL GUARD							
6. IS THIS PERSON DECEASED? If "YES" enter the date of death. <input type="checkbox"/> NO <input type="checkbox"/> YES _____				7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES			

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU WOULD LIKE TO REQUEST A COPY OF:

- ☐ **DD Form 214 or equivalent.** This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. NOTE: If more than one period of service was performed, even in the same branch, there may be more than one DD214. **Check the appropriate box below to specify a deleted or undeleted copy.** When was the DD Form(s) 214 issued? YEAR(S):
- ☐ **UNDELETED:** Ordinarily required to determine eligibility for benefits. Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.
- ☐ **DELETED:** The following items are deleted: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.
- ☐ **All Documents in Official Military Personnel File (OMPF)**
- ☐ **Medical Records** (Includes Service Treatment Records (outpatient), inpatient and dental records.) If hospitalized, the facility name and date for each admission **must** be provided:
- ☐ **Other** (Specify):

2. PURPOSE: (An explanation of the purpose of the request is **strictly voluntary**; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

- ☐ Benefits ☐ Employment ☐ VA Loan Programs ☐ Medical ☐ Medals/Awards ☐ Genealogy ☐ Correction ☐ Personal
- ☐ Other, explain:

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER IS: (Signature Required in # 3 below of veteran, next of kin, legal guardian, authorized government agent or "other" authorized representative. If "other" authorized representative, provide copy of authorization letter.)

- ☐ Military service member or veteran identified in Section I, above
- ☐ Next of kin of deceased veteran **(Must provide proof of death).**
- Show relationship:** _____
- (See item 2a on accompanying instructions.)
- ☐ Legal guardian (Must submit copy of court appointment.)
- ☐ Other (specify) _____

2. SEND INFORMATION/DOCUMENTS TO:

(Please print or type. See item 4 on accompanying instructions.)

3. AUTHORIZATION SIGNATURE REQUIRED (See items 2a or 3a on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct.

Name _____

Street _____ Apt. _____

City _____ State _____ Zip Code _____

Signature Required - Do not print

() _____

Date of this request _____ Daytime phone _____

Email address _____

LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired on or after 10/1/2004	1	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired on or after 1/1/1999	4	11
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	14
	Discharged, deceased, or retired after 10/16/1992	14	11
	Active enlisted, officers (including National Guard and Army Reserve on active duty in the U.S. Army)	7	
	National Guard enlisted and officers not on active duty in Army	13	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	11
	Active, reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSSRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center /DSMR HQ ARPC/DPSSA/B 6760 E. Irvington Place, Suite 4600 Denver, CO 80280-4600	7	U.S. Army Human Resources Command www.hrc.army.mil	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, CGPC-adm-3 USCG Personnel Command 4200 Wilson Blvd., Suite 1100 Arlington, VA 22203-1804	8	<i>Reserved.</i>	13	The Adjutant General (of the appropriate state, DC, or Puerto Rico)
4	Headquarters U.S. Marine Corps Personnel Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	<i>Reserved.</i>	14	National Personnel Records Center (Military Personnel Records) 9700 Page Ave. St. Louis, MO 63132-5100
5	Marine Forces Reserve 4400 Dauphine St. New Orleans, LA 70146-5400	10	Navy Personnel Command (PERS-312E) 5720 Integrity Drive Millington, TN 38055-3120		eVetRecs! www.archives.gov/veterans/evetrecs/

What Is A Veteran

Some veterans bear visible signs of their service:
a missing limb, a jagged scar, a certain look in the eye.

Others may carry the evidence inside them: a pin holding
a bone together, a piece of shrapnel in the leg -
or perhaps another sort of inner steel: the soul's
ally forged in the refinery of adversity.

Except in parades, however, the men and women who
have kept America safe wear no badge or emblem.

You can't tell a vet just by looking. What is a vet?

He is the cop on the beat who spent six months in Saudi
Arabia sweating two gallons a day making sure the armored
personnel carriers didn't run out of fuel.

He is the barroom loudmouth, dumber than five wooden planks,
whose overgrown frat-boy behavior is outweighed a
hundred times in the cosmic scales by four hours of
exquisite bravery near the 38th parallel.

She - or he - is the nurse who fought against futility
and went to sleep sobbing every night for
two solid years in Da Nang.

He is the POW who went away one person and came back another -
or didn't come back AT ALL.

He is the Quantico drill instructor who has never seen combat -
but has saved countless lives by turning slouchy, no-account
rednecks and gang members into Marines, and teaching them to
watch each other's backs.

He is the parade - riding Legionnaire who pins on his ribbons
and medals with a prosthetic hand.

He is the career quartermaster who watches the
ribbons and medals pass him by.

He is the three anonymous heroes in The Tomb Of The Unknowns,
whose presence at the Arlington National Cemetery must forever
preserve the memory of all the anonymous heroes whose valor
dies unrecognized with them on the battlefield
or in the ocean's sunless deep.

He is the old guy bagging groceries at the supermarket -
palsied now and aggravatingly slow - who helped liberate a
Nazi death camp and who wishes all day long that his wife were
still alive to hold him when the nightmares come.

He is an ordinary and yet an extraordinary human being -
a person who offered some of his life's most vital years in
the service of his country, and who sacrificed his ambitions
so others would not have to sacrifice theirs.

He is a soldier and a savior and a sword against the darkness,
and he is nothing more than the finest, greatest testimony on
behalf of the finest, the greatest nation ever known.

So remember, each time you see someone who has served our country,
just lean over and say Thank You. That's all most people need,
and in most cases it will mean more than any medals they could
have been awarded or were awarded. Two little words that mean a lot,

"THANK YOU."

Author - Father Denis Edward O'Brien USMC

In Memorandum

Final Salute

*Many kind words will be spoken today,
In honor of this man,
Who was called from us, tis' sad to say,
To fulfill some Master Plan.*

*Many fine words, as "hero" of "pal"
Or "buddy" or simple "friend";
Any many will speak with a tear in their eye
As the service draws to an end.*

*And Leaguers will stand, and some place a hand
On "Old Glory" as she's folded with care.*

*Marines of the League, like their fallen friend,
Who volunteered, sacrificed and dared.*

*But of all the nice words spoken today,
There's one truly for the scene;*

*Though "buddy" and "friend" tell it up to the end,
There's no finer salute than "Marine!"*

By MSgt Tom Bartlett, USMC (Ret) – circa 1982



MARINE CORPS DRILL AND CEREMONIES MANUAL

PART II: CEREMONIES

CHAPTER 25

FUNERALS AND MEMORIAL SERVICES

25000. GENERAL

1. When not contrary to orders and regulations, the extent to which the Naval service participates in a funeral depends upon the expressed wishes of the family of the deceased.
2. The composition and strength of the escort will be as prescribed in *U.S. Navy Regulations* or as modified by proper authority.
3. The military aspect of a funeral usually begins at one of the following places, home of the deceased, mortuary, railroad station, church or chapel, cemetery gates, or the grave. It may, however, begin at any designated place.
4. The ceremony starts when the escort first receives the remains. Before that, the body bearers may be detailed to conduct the remains wherever necessary.
5. In general, the escort receives the body at one of the following places:
 - a. The designated place and conducts it to the place of services and then to the grave.
 - b. The chapel before, and conducts it to the grave after the services.
 - c. The cemetery gates and conducts it to the grave.
 - d. The grave.
6. Each time the body bearers remove the remains:
 - a. The escort is brought to present arms.
 - b. The band renders prescribed honors, followed by appropriate music.
 - c. The pallbearers salute.
 - d. All observers in uniform, except the body bearers, salute.
 - e. All civilian-dressed Naval personnel, except women, uncover and hold the headdress over the heart with the right hand. Women place the right hand over the heart without uncovering.
7. When the national colors is draped on the casket, it shall be placed so the stars are at the head of the casket over the left shoulder of the deceased. Nothing shall rest on top of the national colors. The colors will be removed as the casket is being lowered into the grave, and in time so the colors will not touch the ground.
8. The casket is always carried foot first, except in the case of a clergyman whose casket is carried into and out of the church or chapel head first.

9. Pallbearers may walk or ride, depending upon the distance to be covered.
10. The senior pallbearer will give necessary cautionary commands to the others in a low voice. All salute at the command **"Present, ARMS"** when given by the escort commander.
11. The personal flag of a deceased general or flag officer will be carried immediately in front of the hearse or caisson. If he was a unit commander or ship's captain, the command or commission pennant will also be carried.
12. If the entrance to the cemetery prevents the hearse or caisson from entering, the procession halts, the casket is removed, and the procession proceeds again.
13. When the deceased is entitled, the minute gun salute prescribed by *U.S. Navy Regulations* is fired. The first gun fires as the body enters the cemetery. Three volleys are fired at 5-second intervals as the casket is lowered into the grave.
14. When the band is playing a hymn and it becomes necessary to stop, it continues until the next stanza ends.
15. Uniformed officers in an official capacity will wear a mourning band on the left sleeve. If armed with the sword, its hilt will be affixed with the mourning knot.

Note: No weapons to include swords will be worn or brought into the chapel.

16. Participation by fraternal or patriotic organizations is as follows:

- a. Fraternal or semi-military organizations of which the deceased was a member may participate in the service if desired by the immediate family.

- b. If the ritual is military or semi-military, the rites will begin immediately after the military ceremony. If it includes the firing of three volleys and *"Taps,"* these features of the military ceremony may be postponed until their appropriate places in the ritual, at which times the military firing party and bugler may render the honors.

17. When the body has been cremated, casket, body, and remains, as used herein, refer to the container of the ashes.

- a. For all phases of the funeral in which the cremated remains are carried by hand, one enlisted man will be detailed to carry the receptacle. Four enlisted men will be detailed as flag bearers. When the receptacle is carried from a conveyance into the chapel, from the chapel to the conveyance, or from the conveyance to the grave, the flag bearers will follow the receptacle with the flag folded as prescribed in paragraph 7002.6 and carried by the leading flag bearer on the right.

- b. When the receptacle has been placed on the stand before the chancel of the chapel, or when placed in the conveyance, the flag will be folded and placed inside it. If the caisson is equipped with a casket container for the receptacle, the open flag will be laid on the container as prescribed for a casket.

c. When a hearse or caisson is not used, suitable transportation will be provided the receptacle bearer and flag bearers.

d. When the remains are to be conducted to a crematory and the ashes interred with military honors at a later time, the ceremony will consist only of the escort to the crematory. Arms will be presented as the body is carried into the crematory. Volley firing and "Taps" are omitted. If the funeral is held at the crematory and no further military honors are anticipated, the volleys will be fired (if local ordinances permit) and "Taps" sounded outside the crematory.

25001. DUTIES OF THE OFFICER IN CHARGE OF THE CEREMONY

1. The officer in charge should be detailed in sufficient time before the funeral to allow planning and prior arrangements. The officer in charge will confer with the clergy and funeral director. Together they will ensure that all necessary arrangements have been made. The chaplain will perform the duties of officer in charge of the ceremony in case no other officer is so designated.

2. As soon as the service in the church or chapel has begun, the officer in charge will:

a. Make sure the hearse or caisson is ready to receive the casket at the front entrance.

b. Ensure a conveyance for flowers is posted at the side or rear-entrance.

c. Arrange the cars for the clergy, pallbearers, and immediate family (if the procession is to ride) in the proper order. (See figure 25-1.)

d. Designate four of the body bearers to help carry the flowers out after the body has been placed in the conveyance. They should return through the side or rear door, at whichever the flower conveyance is parked. The remaining body bearers will secure the casket on the caisson or hearse. After the flowers have been moved, the four designated body bearers will take position in rear of the caisson or hearse.

3. When the body is transferred from the hearse to the caisson, the officer in charge will be in the vicinity. He will signal the escort commander when the transfer begins and when it is completed.

4. When the procession is in motion, the officer in charge will go to the grave and await the arrival of the funeral party. He will determine the positions for the band, escort, firing party (if separated from the escort), the bugler, and other units. Upon their arrival, he will direct these individuals and units to their proper positions at the grave.

5. After the units and individuals are in position at the grave, he will signal the body bearers to carry the remains from the conveyance and the band and escort to render the honors.

6. When the widow or mother of the deceased is unaccompanied, the officer in charge will escort her from the car to the grave. When practicable, he will remain with her to render assistance until completion of the commitment.

7. After the commitment service, he will deliver the folded national colors, used on the casket, to the family of the deceased.

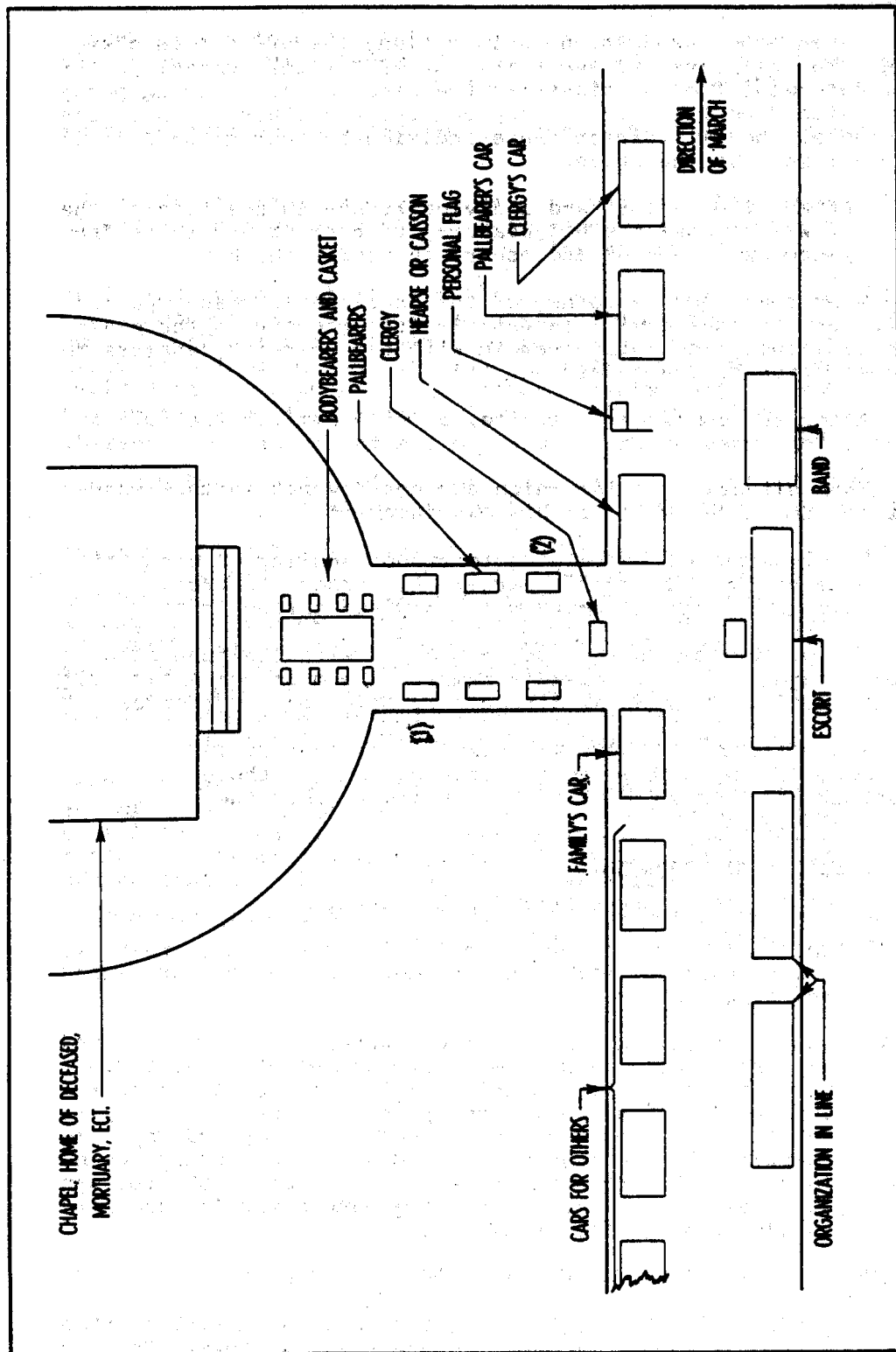


Figure 25-1.--Receiving the Remains from a Building.

8. When situations arise which are not covered in this Manual, the officer in charge will use his/her own judgment.
9. Final decisions pertaining to troop handling or movement will be made by the officer in charge. All orders to troops participating in a funeral party will be given through the officer in charge.
10. The officer in charge must cooperate with the funeral director engaged by the deceased's family. The officer in charge must not arbitrarily assume the duties the funeral director is being paid to perform.
11. The officer in charge will explain the nature and significance of the volleys to the next of kin, or those representing the next of kin, and ascertain whether the volleys are desired.

25002. RECEIVING THE REMAINS

1. Whenever the remains are received, the following procedure will govern. (See figures 25-1, 25-2, and 25-3.)



Figure 25-2a.--Pallbearers Entering; Leaving the Chapel.

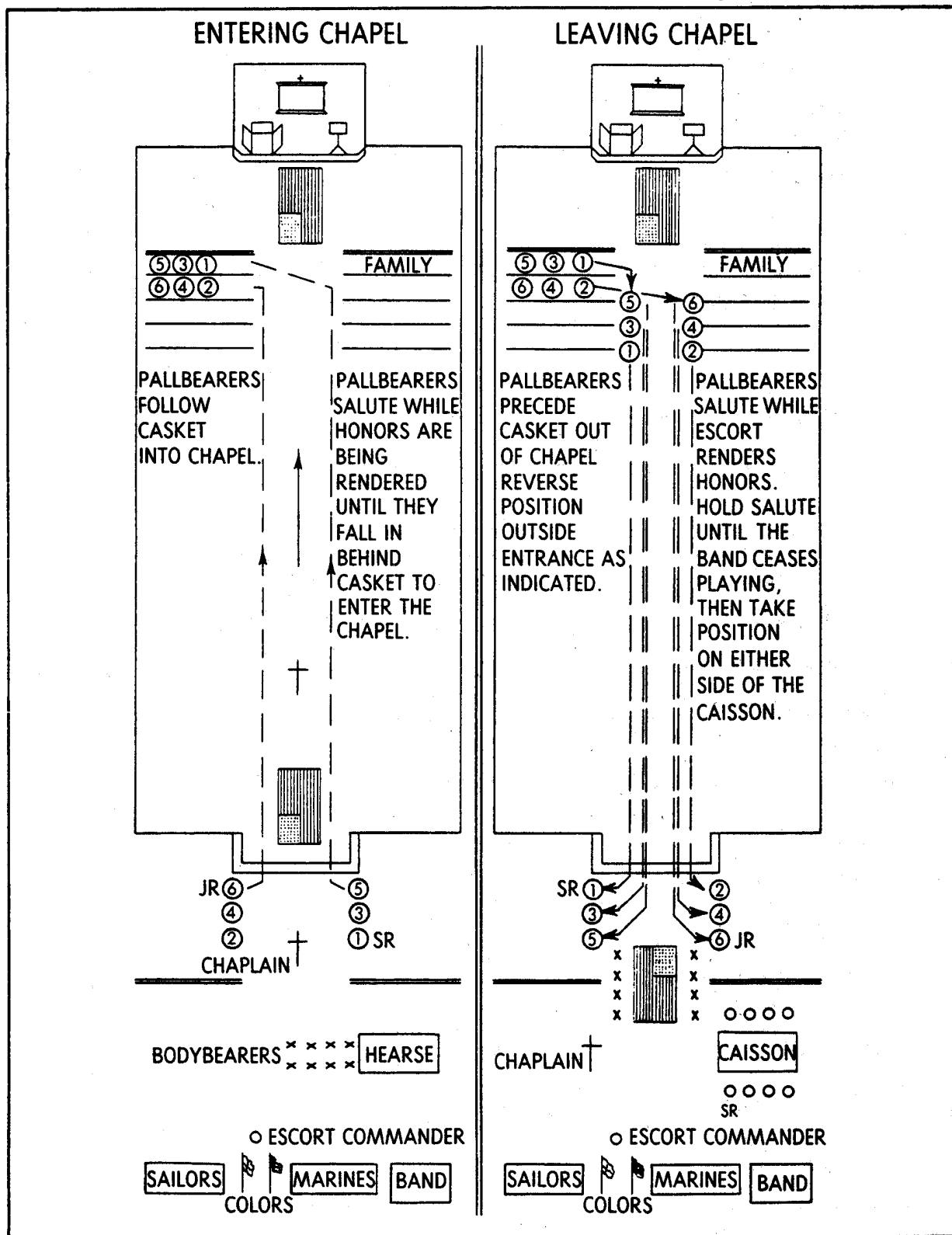


Figure 25-2b.--Entering Chapel; Leaving Chapel.

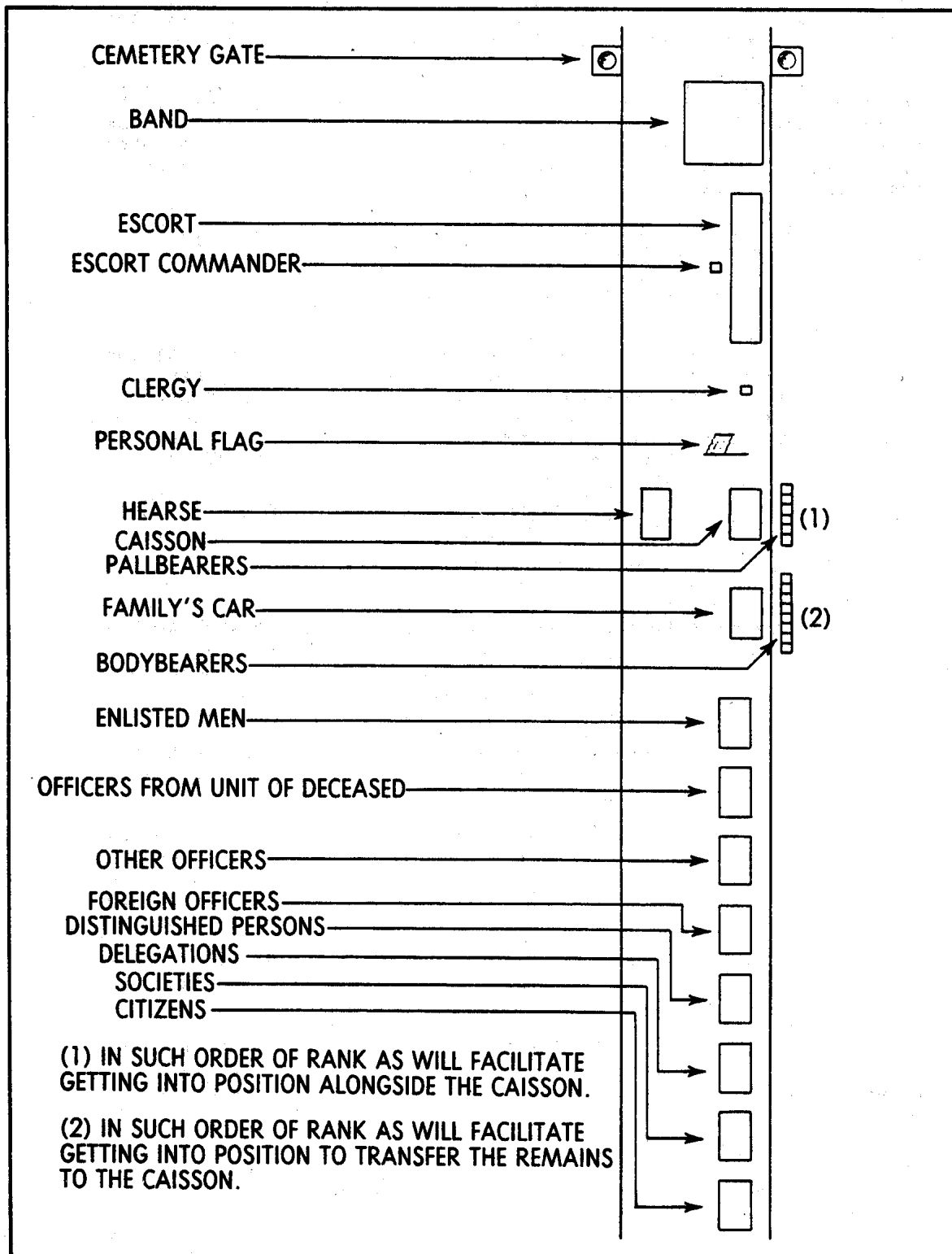


Figure 25-3.--Receiving Remains at Cemetery Gates
(Transferring Remains from Hearse or Caisson).

2. The escort is formed opposite the place where the remains are to be received. As they arrive, or when all is ready to receive the remains, the commander of the escort commands **"Present, ARMS."** After the remains have been received, the door to the hearse is closed, or the casket secured to the caisson, and the escort commander orders **"Order, ARMS."**

3. The band is formed on the flank toward which the escort is to march. At the command of execution for present arms by the escort commander, the band will render musical honors if the deceased is entitled to such honors. Following this, they play appropriate music; stopping at the next stanza ending after order arms has been ordered.

4. The bearer of the personal flag of the deceased takes position and marches in front of the hearse or caisson.

5. Duties of the pallbearers are as follows:

a. When the remains are received at the chapel before the service, form in two ranks facing inboard at the entrance with the juniors nearest the door. They must allow room between ranks for the casket to pass between them. As the casket is removed from the hearse or caisson, they execute the first movement of the hand salute. The second movement is executed as the casket passes, after which they face toward the door and follow the casket into the chapel. Seats are usually reserved for them among the left front pews.

b. When the remains are received from a building (see figure 25-1), assemble inside the building in column of twos, in reverse order of rank, junior to the left front, prepared to march out. They follow the clergy from the building (preceding the casket), open to allow the casket to pass between, halt, face inboard, and salute while the casket is passing. They remain at hand salute until the escort executes order arms. They then take their place in two columns of files on each side of the casket in inverse order of rank, junior to the left front, the leading person of each column opposite the front wheels of the hearse or caisson.

c. When the remains are received at the cemetery gates (see figure 25-3), they form in a single rank on the flank of the escort, opposite the hearse or caisson and in such order of rank that moving to position alongside the caisson is facilitated. They execute and terminate the hand salute on the commands for present and order arms by the escort commander. After present arms, they take their places beside the hearse or caisson as described in paragraph 25002.5b above.

6. The body bearers, if not already with the remains, form on the left of the pallbearers. They leave the formation at the proper time to receive the casket and carry it to the chapel, caisson, or grave. They form, according to height, on each side of the casket. While indoors and not carrying the casket, they uncover. Outdoors they remain covered.

25003. PROCESSION

1. After the remains have been placed in the hearse or caisson and all is ready, the officer in charge of the ceremony signals the escort commander. The escort commander puts the band and escort in motion. Elements in rear follow.

2. The procession forms in the following order: (See figure 25-4.)

- a. Escort commander.
 - b. Band or bugler.
 - c. Escort in suitable formation.
 - d. Clergy.
 - e. Pallbearers if riding.
 - f. Personal flag if rated.
 - g. Casket. If pallbearers are not riding, they form on either side of the hearse or caisson as described in paragraph 25002.5b. If the pallbearers ride, the body bearers take the place of the pallbearers.
 - h. Body bearers in column of twos behind the hearse or caisson.
 - i. Family of the deceased.
 - j. Enlisted men.
 - k. Officers from the ship or organization of the deceased, in inverse order of rank.
 - l. Other officers in inverse order of rank.
 - m. Foreign officers.
 - n. Distinguished persons.
 - o. Delegations.
 - p. Societies.
 - q. Citizens.
3. The procession marches in slow time to solemn music.

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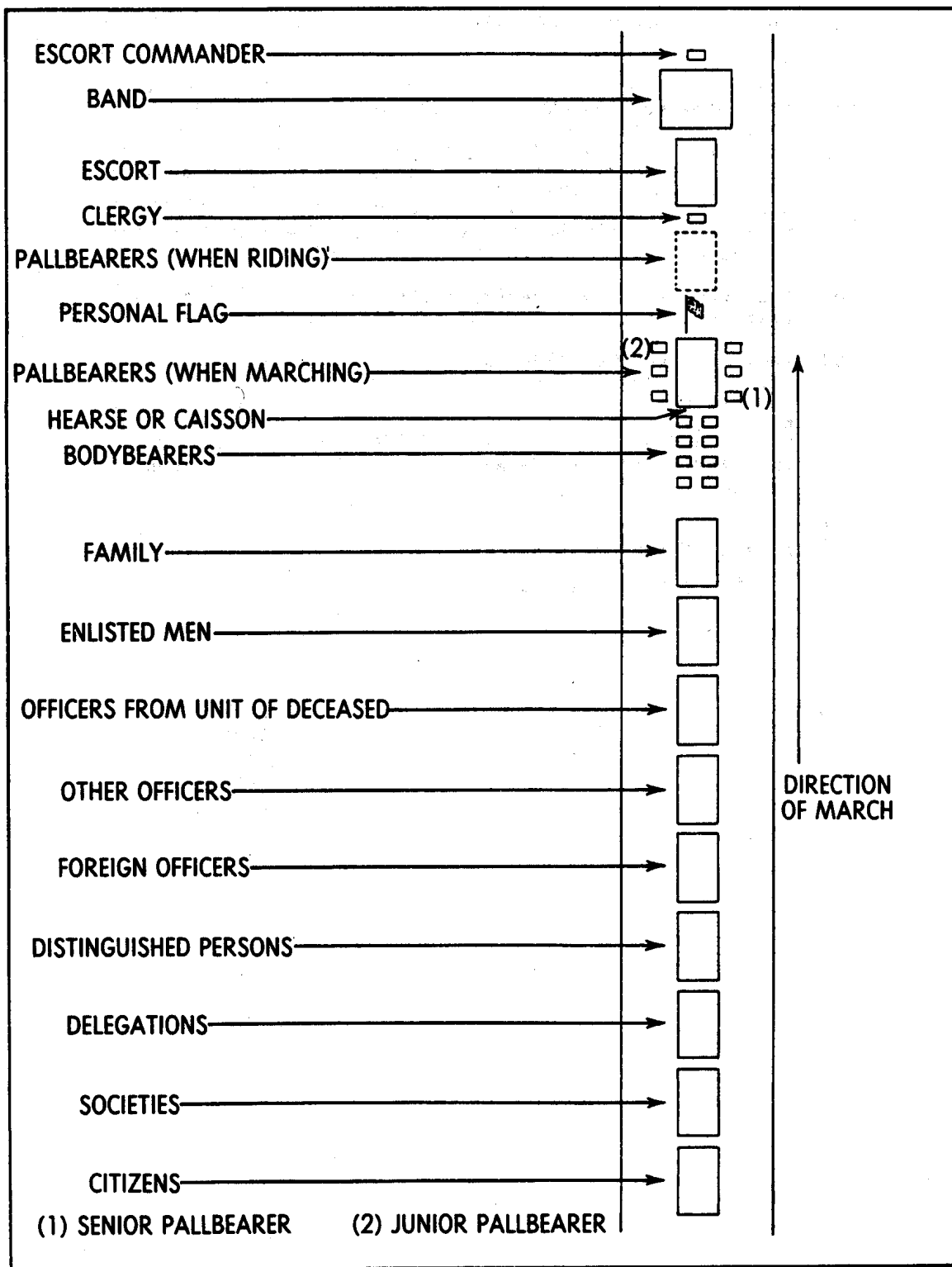


Figure 25-4.--Order of March of Funeral Procession.

25004. AT THE GRAVE

1. As the procession arrives at the grave, units turn out of column and take the following positions: (See figure 25-5.)

a. The band forms in line with and on the right of the escort.

b. The escort forms in line facing the grave at a position indicated by the officer in charge of the ceremony. It should be at least 50 feet from the grave so the volleys will not disturb the mourners. The terrain may dictate that the formation be inverted with the band on the left.

c. The clergy forms between the hearse or caisson and the grave.

d. The bearer of the personal flag of the deceased takes post between the clergy and the caisson or hearse.

e. The pallbearers form in two ranks between the clergy and the grave. They face each other with the juniors nearest the grave. They allow room between their ranks to permit passage of the casket.

f. The family of the deceased remains near the caisson or hearse.

g. Other units form in separate lines near and facing the grave. Their positions are indicated by the officer in charge of the ceremony.

2. When all units are in position and upon signal of the officer in charge of the ceremony, the body bearers remove the casket from the caisson or hearse. They carry it between the pallbearers and in front of the escort, then place it on the lowering device over the grave. They raise the national colors by the corners and sides and hold it waist or shoulder high until the end of the service.

3. As the body bearers remove the casket from the caisson or hearse: (See figure 25-6.)

a. The escort commander commands **"Present, ARMS."** The band renders prescribed honors, if rated, after which they play appropriate music. The music stops when the casket is placed on the lowering device.

b. The escort presents arms until the casket is placed on the lowering device.

c. The clergy precedes the personal flag and the casket to the grave.

d. The flag bearer follows the clergy, preceding the casket, and takes position at the head of the grave. The flag bearer remains there during the service.

e. The pallbearers salute as the casket passes between them. When the casket has passed, they terminate the salute, face the grave, close interval, and follow the casket. Upon arrival at the grave, they form in two ranks facing the grave, usually just in rear and to one side of the clergy.

f. The family of the deceased follows the pallbearers and takes position provided for them.

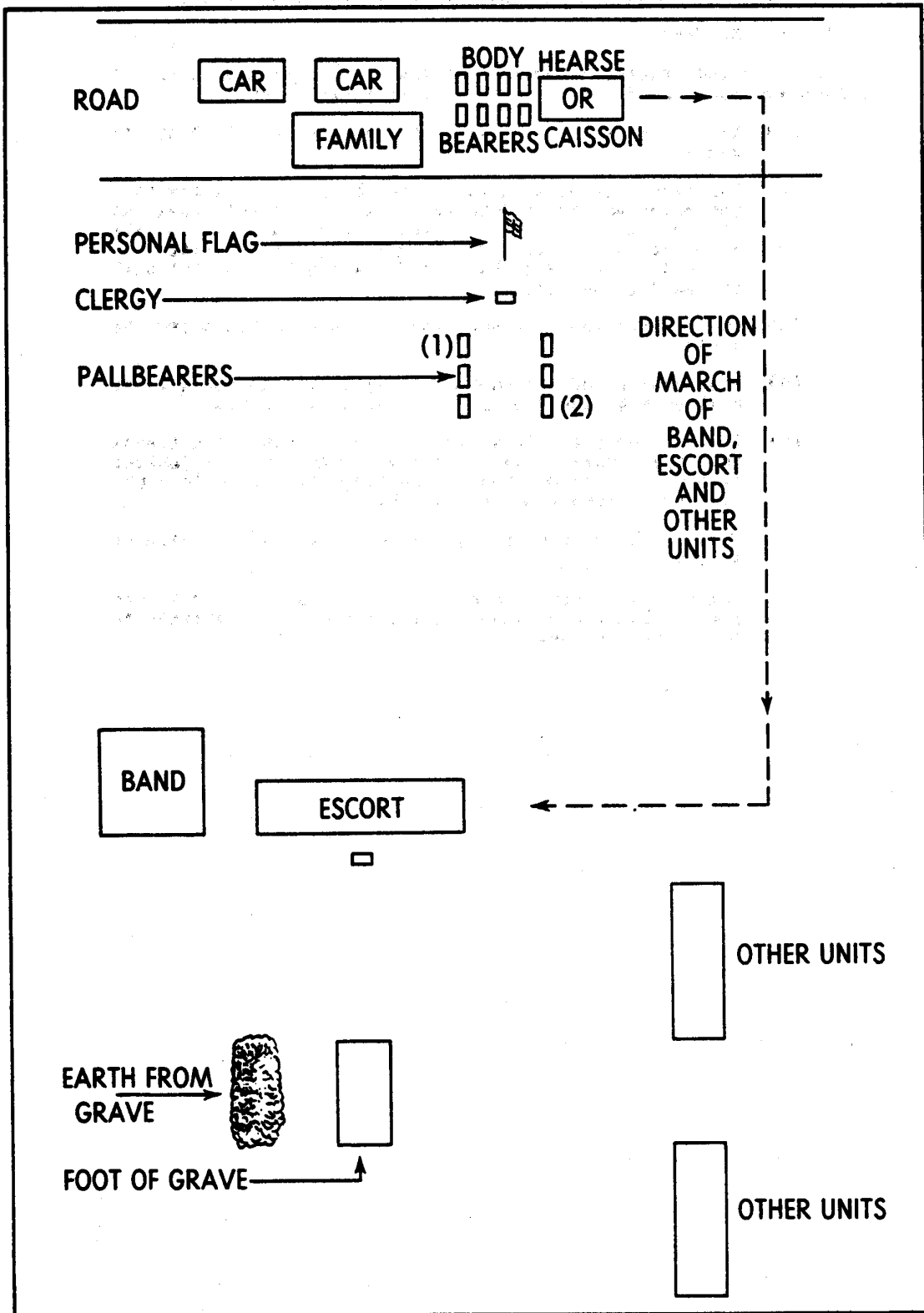


Figure 25-5.--Receiving the Remains at the Burial Ground.

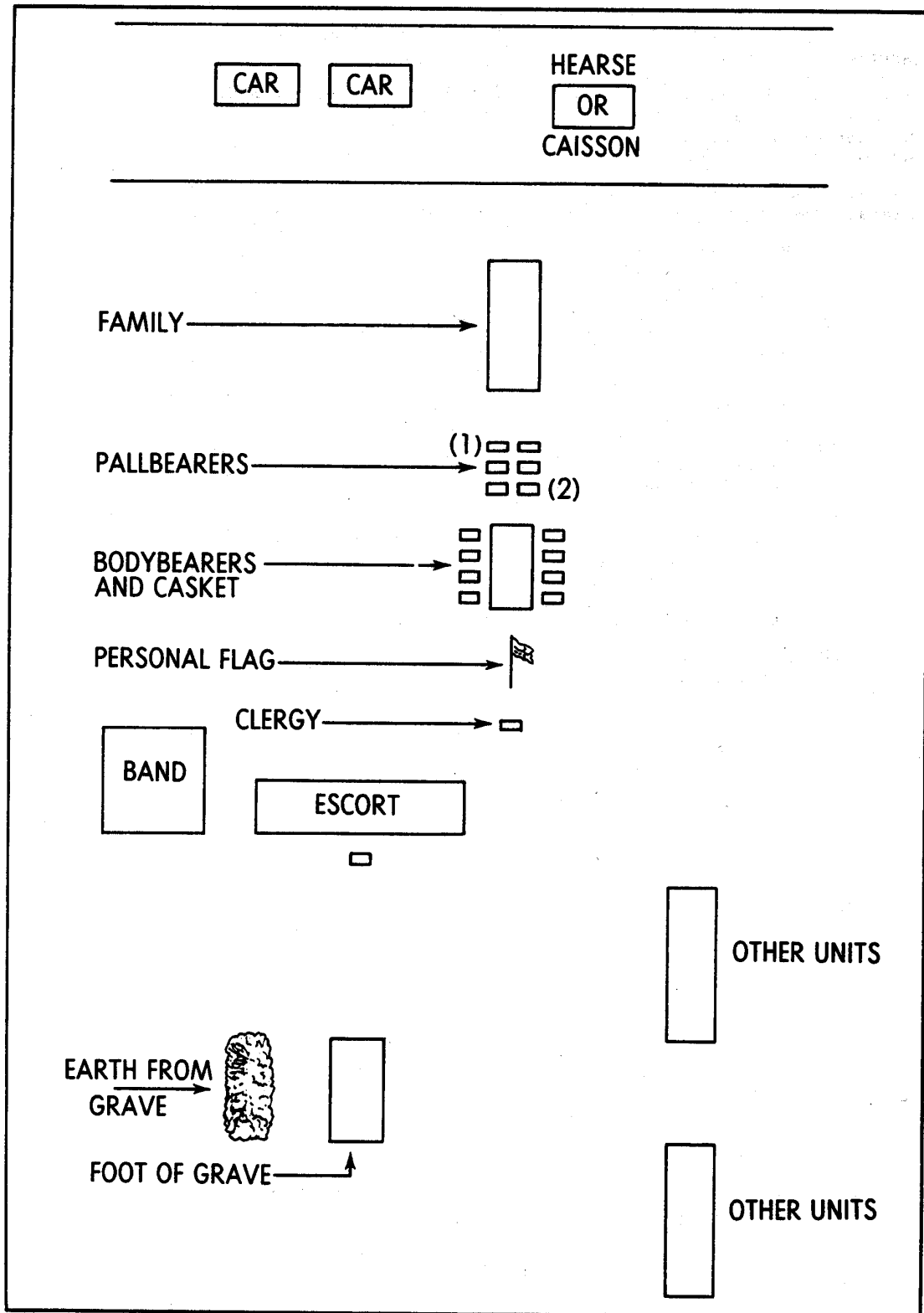


Figure 25-6.--March to the Grave.

4. When the casket is placed on the lowering device and the family has arrived, the following occurs: (See figure 25-7.)

a. The escort commander orders **"Order, ARMS"** and **"Parade, REST."** Members of the escort execute parade rest.

b. Pallbearers and other units execute parade rest on the escort commander's order.

c. The body bearers remain in their positions, holding the national colors so it will not touch the ground when the casket is lowered.

d. The clergy conducts the commitment service.

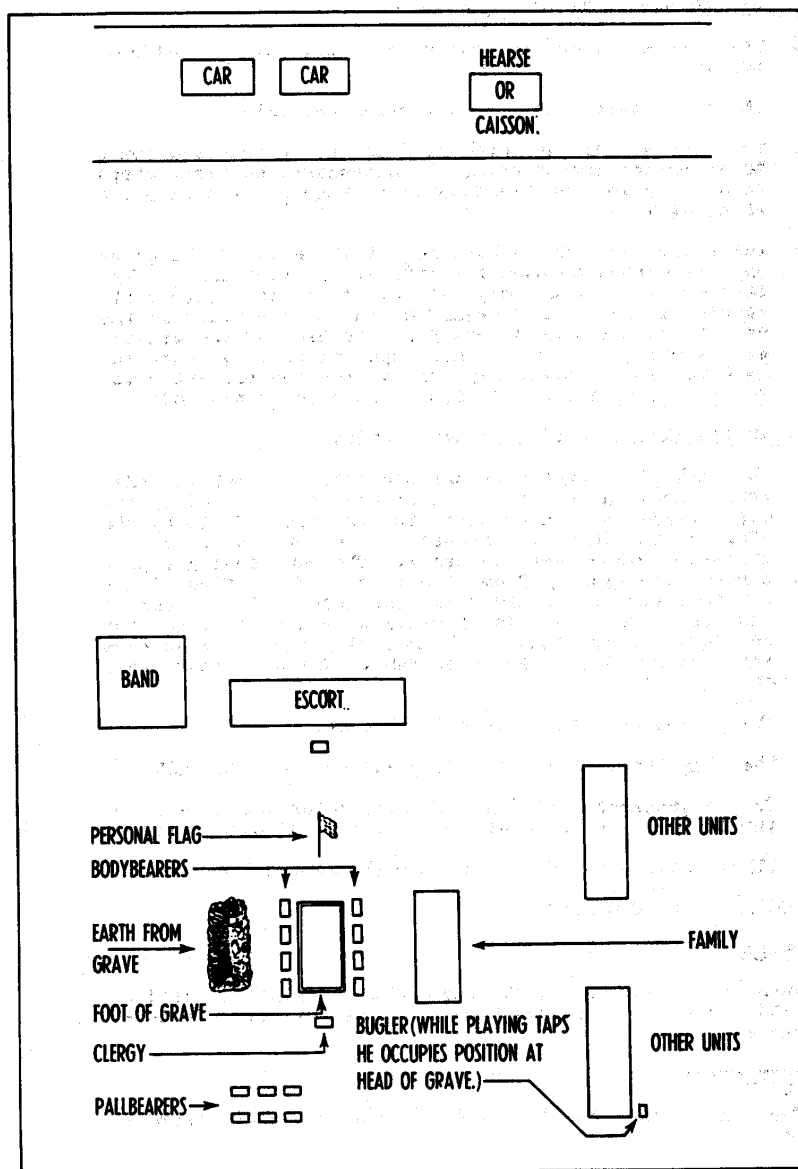


Figure 25-7.--A Distribution of Units at the Grave.

5. After the commitment service:

a. The escort commander orders **"Escort, ATTENTION,"** the escort commander then commands **"Escort, Present, ARMS."** The noncommissioned officer in charge of the firing party then gives the command (see chapter 26) for the firing of volleys. The firing party executes present arms after completion of the three volleys. When sufficient troops are not available for a separate firing party, the front squad of the escort will be designated as the firing party.

b. The pallbearers come to attention on the command of the escort commander and salute on the Marine's command for present arms.

c. Other units are brought to attention and present arms at the same time as the escorts.

d. The clergy come to attention, and if in uniform, salute.

e. The bandleader comes to attention and salutes.

→ f. The bearer of the personal flag of the deceased comes to attention and salutes. If necessary, the Marine first steps aside to allow the bugler to take position for sounding *"Taps."*

→ g. The bugler takes position at the head of the grave on the escort commander's order to present arms. (The officer in charge may direct that the bugler assume a position forward of and to the flank of the escort rather than directly at the head of the grave). The Marine salutes, and then sounds *"Taps"* immediately after the last volley and the firing party executes present arms. The bugler salutes again, faces about, and rejoins his/her unit.

6. After the last note of *"Taps"* has sounded:

a. The escort commander brings the entire escort to order arms, and after the colors has been folded by the body bearers and presented to the next of kin by the officer in charge, marches the escort and band to a suitable place for dismissal. The band does not play during the march from the grave. The firing party's weapons are unloaded and inspected. If the escort and band continue in formation after cemetery, they remove all mourning and muffling from any colors that may be present. The band then plays march music. Mourning and muffling includes the removal of mourning streamers and bunting from all colors, removal of mourning bands and mourning knots from personnel and swords, and the removal of muffling devices from band instruments.

b. The pallbearers fall out and withdraw.

c. The flag bearer folds the flag and rejoins his/her unit.

d. The body bearers fold the national colors and give it to the officer in charge of the ceremony and march away.

e. Other units march from the vicinity behind the escort.

25005. MEMORIAL SERVICE HONORS

1. Upon the request of the next of kin, memorial services will be held for Naval personnel whose remains have been declared non-recoverable.

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- 2. An honor guard is assigned and shall consist of the personnel listed in figure 25-8.

MEMBERS	FULL HONORS (OFFICERS ONLY)	HONORS (ENLISTED, OFFICERS IF SO REQUESTED)
SQUAD LEADER	1	
SQUAD	12	
COLOR GUARD	4	4
BUGLER	1	1
OFFICER IN CHARGE (REPRESENTATIVE OF THE NAVAL DISTRICT COMMANDANT OR DISTRICT MARINE OFFICER)	1	1
CHAPLAIN (IF REQUESTED)	1	1
COLOR BEARER	<u>1</u>	<u>1</u>
TOTAL	21	8

Figure 25-8.--Honor Guard.

3. The ceremony is conducted as follows:

a. The color bearer is present in the rear of the church or chapel before the arrival of the next of kin. At the exact time set for the service to begin (if next of kin has arrived), the color bearer carries the folded national colors down the center aisle to the altar. The Marine places it on the rostrum, where it remains throughout the ceremony, and retires to the wall on the left of the congregation. For the remainder of the service, the Marine stands at attention, facing inward, just in front of the first pew.

b. The honor guard, with color guard on their left, forms outside the church or chapel exit that will be used by the next of kin as the individual leaves. They remain at ease outside the church or chapel during the service. When "Taps" is sounded, they come to attention.

- c. The bugler takes position in the vestibule or other room, separate from the congregation.
- d. If requested by the next of kin, the chaplain conducts the service. Otherwise, the family minister or priest presides.
- e. At the conclusion of the service, the bugler sounds "Taps."
- The chaplain presents the national colors to the next of kin. If a family minister has officiated or the rank of the deceased requires, this duty is performed by the officer in charge.

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g. While presenting the flag, or after the flag has been presented by the chaplain the officer in charge pays respects and offers the condolences of the District Marine Officer. The chaplain speaks to the next of kin if he/she did not present the flag.

h. The officer in charge escorts the next of kin from the church or chapel.

i. The honor guard and color guard are called to attention by the squad leader (senior color bearer if squad is not present) upon the appearance of the next of kin. As the next of kin approaches to within 6 paces, the squad leader orders **"Present, ARMS."** The position of present arms is retained until the squad leader is directed to give order arms by the officer in charge. This will be after the next of kin has departed the vicinity.

j. All participating personnel are dismissed.

- ➔ 25006. CONDUCT OF FUNERALS WHEN MILITARY PERSONNEL ARE LIMITED. When personnel are limited, military honors for funerals may be efficiently rendered by a detail of eight Marines and one bugler. The firing squad will stack-arms at the place from which volleys will be fired, which should be approximately 50 feet from the head of the grave. They then will return to the hearse and convey the body to the grave. After placing the casket over the grave, six members of the party will take position as the firing squad while the remaining two members remain at the grave and hold the flag over the casket during the service and rendition of military honors. The bugler should take position approximately 50 feet from the head of the grave until the volleys have been fired, at the conclusion of which the Marine shall sound *"Taps."* Then the two members holding the flag shall fold it. The flag will be handed either to the Marine in charge of the detail or to the military escort commander. The escort commander will present it to the next of kin in a dignified manner with a short statement such as **"On behalf of the President, the Commandant of the Marine Corps, and Marines everywhere, please accept this flag in memory of the honorable and faithful service performed by (relationship)."**

25007. UNIT OUTDOOR MEMORIAL SERVICES WHEN REMAINS ARE INTERNED AT DECEASED HOME OF RECORD

1. There may be times when conducting a memorial service in a chapel is not possible or desirable. Such as in a combat situation, where no chapel is available, or when the commander desires to have an all hands, out-of-doors, memorial service. An out-of-door memorial service normally consists of: final roll call; boots and rifle ceremony; eulogy; and firing detail. This type of memorial service is for those Marines killed in the line of duty (e.g., killed in action (KIA), while a sentry on post, training accident.)

2. Normally this type of memorial service is conducted at company, or units of a similar size, level. The formation is company line, platoon line. (See figure 25-9.)

3. The personnel support required, in addition to the company, is:

a. A "boots and rifle" detail consisting of three Marines for each KIA (one carries a rifle with fixed bayonet, one carries a helmet, one carries a pair of boots and set of identification tags) are positioned 6 paces in front of and centered on the company commander. (See figure 25-9.) The rifle bearer is in the center, the helmet bearer is on the right and the boots/dog tag bearer is on the left.

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b. Firing detail positioned on the left front of the company, but facing so as not to fire over the formation. (See figure 25-9.)

c. Bugler. Positioned on the right front of the company. (See figure 25-9.)

d. Chaplain. (If available) Positioned near the company commander.

4. The recommended sequence of events is as follows:

a. H-15 Minutes. Company is formed as described in chapter 10, The "boots and rifle" detail(s), firing detail, bugler and chaplain are in position and at parade rest. (See figure 25-9.)

b. H-Hour. The company commander calls the company to attention, then faces about so as the company is to his/her rear. The chaplain then announces **"LET US PRAY,"** and leads the company in prayer. (If no chaplain is available the company executive officer or company gunnery sergeant reads the *"Marine's Prayer."*) After the prayer is finished the company commander faces the company and commands **"FIRST SERGEANT."**

c. The first sergeant moves to a position 3 paces in front of the company commander and halts. The company commander then directs the first sergeant to **"READ THE FINAL ROLL CALL."** The first sergeant faces the company and reads the roll of the Marines being honored (e.g., **"LANCE CORPORAL JOSEPH S. BANOTZ, 2D SQUAD, 3RD PLATOON, INDIA COMPANY, 7TH MARINE REGIMENT. KILLED IN ACTION 25 MARCH 1968 WHILE IN ACTION AGAINST AN ENEMY FORCE IN QUANG NAM PROVINCE, REPUBLIC OF VIETNAM"**). (Similar information is read for each KIA.)

d. As each Marine's name is read, the three Marines representing him execute the following movements:

(1) The rifle bearer takes one step forward, halts, rotates the rifle counter clockwise until the bayonet is facing down and the magazine well is towards the company, sticks the bayonet into the ground, then steps back.

(2) The helmet bearer then steps forward, places the helmet on the butt of the rifle and steps back.

(3) The boots/dog tag bearer then steps forward, hangs the dog tags from the pistol grip, places the boots in front of the rifle (toes towards company) and steps back. This process is repeated as each KIA's name is read.

e. After the last KIA's name is read, the first sergeant returns to his/her post behind the company. The company commander then commands **"Parade, REST."** The company commander then talks about each Marine, where they were from, how long they were with the company, etc. After each Marine has had a "eulogy" the company commander then commands **"Company, ATTENTION"** and **"Present, ARMS."** The company and "boots and rifle" detail(s) execute. The company commander then faces about and commands **"HONOR THE DEAD."** The company commander and guide then present arms.

f. The noncommissioned officer in charge of the firing detail has the detail fire three volleys, and go to present arms as described in chapter 26. The bugler then plays *"Taps."* After the last note of *"Taps"* the company commander and guide go to the order. The company commander then faces about and commands **"Order, ARMS."** All hands go to order arms.

g. The company commander or first sergeant, as described in chapter 10 then dismisses the company.

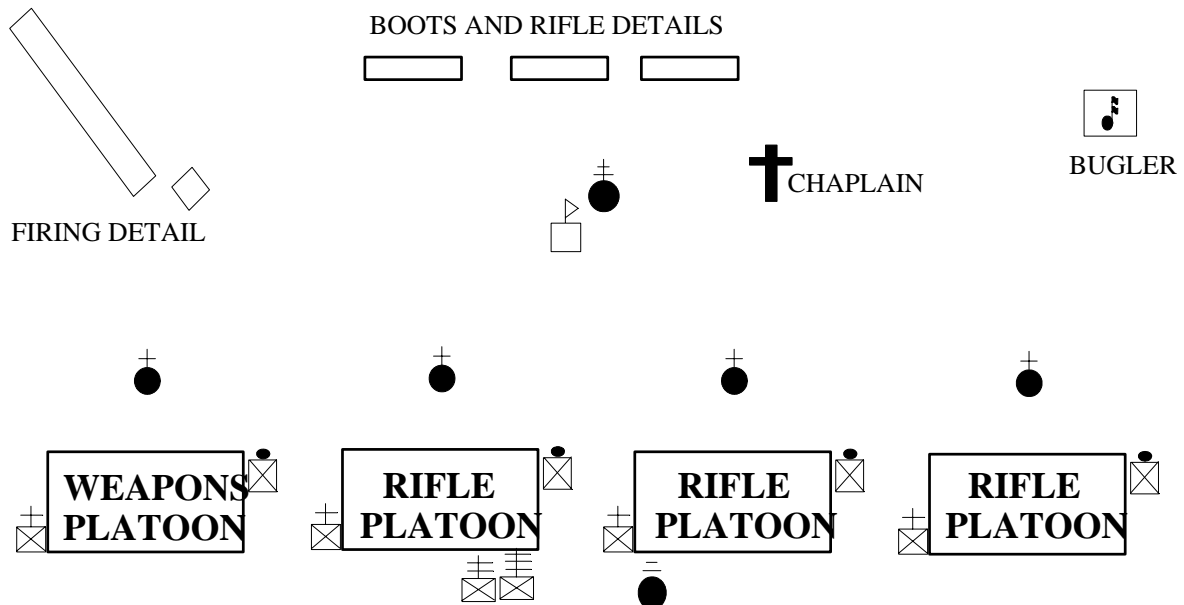


Figure 25-9.--Company Memorial Formation.

25008. UNIT INDOOR MEMORIAL SERVICES WHEN REMAINS ARE INTERNED AT DECEASED HOME OF RECORD

1. When conducting memorial services in a chapel the key thing to remember is that the chaplain has the final authority. Close coordination with the chaplain and the family (if present) is required. Although each religion has variations in their services, the basic memorial service would follow a sequence of events something like the following:

- a. Prelude. Musical selections.
- b. Welcome. Usually by the chaplain or commander.
- c. Posting of the colors and "*National Anthem*." (See paragraph 7307.) The color guard is uncovered and unarmed and the riflemen may be omitted.
- d. Invocation (posting of colors and invocation may be reversed).
- e. Bible readings, hymns, eulogies, etc. (Navy Hymn, Marine's Prayer, etc.).
- f. Call the Roll; after the eulogy, the unit commander will stand and command **"CALL THE ROLL."** The first sergeant (or platoon sergeant, etc.) will stand and begin calling the roll of members of the deceased's unit who are in attendance. They will answer **"Present."** This will be done three times. The fourth name to

be called will be the deceased. The first sergeant will repeat the name three times, each time increasing the volume. After the third time the bugler will play "*Taps*."

Note: If the deceased's family desires not to have "Call the Roll" then this will be omitted and only "*Taps*" played.

g. "*Taps*."

h. Benediction and retiring of the colors (may be in any order).

2. If a firing detail is used during an indoor memorial service, the detail fires three volleys just before "*Taps*." The detail is outside the chapel, and fires in a direction away from the chapel.



SOP Funeral Honor Guard Detail

Marine Corps League National Headquarters

Introduction

Funeral Honors is a commitment that each of us as a United States Marine undertake. We as the Marine Corps League (MCL) must hold ourselves to the high standards that the Marine Corps expects from us as well as we expect from each other. This SOP will address the uniforms we will wear and the procedures we will follow. See Attachment "A" for the Honor Guard Ceremonial Manual.

Standards for requesting Military Funeral Honors.

Once a Marine, always a Marine is more than a phrase, it speaks to a commitment to paying final tribute to a Marine's service to our country by providing Military Funeral Honors.

The Commandant of the Marine Corps continues to operate a Military Funeral Honors section in Quantico, Virginia. A toll-free number (866-826-3628) has been established for Families, Funeral Directors, and Marine Corps units to request Military Funeral Honors. The Military Funeral Honors section can be reached at the toll-free number during normal business hours, 0730 to 1630, Eastern Time, Monday through Friday, after normal business hours, or on weekends and holidays, all calls to the toll-free number are routed to voice mail. Messages received after 1630, Monday through Friday, will be returned the next business day. For weekends and holidays, messages are monitored in order to process requests for Military Funeral Honors that take place on the following Monday. Funerals for Tuesday or later will be returned on the following Monday. FAX or emails are not accepted for a request for Military Funeral Honors.

If a Marine Corps League Detachment is contacted directly by a funeral director or next of kin, the Detachment must supply the requestor the toll-free number (866-826-3628) to the Marine Corps' Military Funerals Honors section. All Military Funeral Honors can be requested through the Military Funeral Honors section at Headquarters Marine Corps.

After the request has been made, it will be up to the local I&I staff to contact your MCL Detachment. This may or may not happen. Contact and arrangements are made in many different ways across the Country and the local Detachment knows best how that chain of command works.

Working with the Marine Corps Honor Guard Detail.

It is very important to work with your local Marines to make the Funeral Honors something that the family will remember and cherish. Your duties may be the rifle volley, the playing of TAPS, Folding and presenting the Flag or presenting the Brass to the Family. What ever duties you are tasked with, Work with the Local Marine Corps and work as a team. These should all be worked out prior to the funeral.

Marine Corps League Honor Guard Manual

See attachment A

Marine Corps League Uniforms.

This section will cover the need of common MCL uniforms for Funeral Honor Guard Details and uniform options for inclement weather. It is very important that all MCL Funeral Honor Guard members be dressed alike. The Funeral Honor Guard Commander has the responsibility to ensure that all members are dress appropriately and alike. The following is a list of MCL uniforms that can be worn during your service on the Funeral Honor Guard Detail.

***Note:** The Funeral Honor Guard Uniform requirements below are specifically for the Funeral Honor Guard detail only when performing a funeral. You must revert back to the National Administrative Procedures, Enclosure (3) of the Uniform Code after your duties are finished.

All Funeral Honor Guard Detail members will wear the MCL Red Covers. No MCL Department (Red/Gold) or National (Gold) covers will be worn. All members of the MCL Funeral Honor Guard must wear the same uniform.

No pins are allowed on the MCL Cover per the National Administrative Procedures, Enclosure (3), Section V – MCL Covers.

1. If weather permits, the short sleeve (no tie) or the long sleeve shirt (with tie) can be worn with the MCL patch on the Left sleeve and the American flag on the Right sleeve. The Devil Dog patch may be on the Right Sleeve in lieu of the American Flag.
2. The Funeral Honor Guard Detail members may wear their Ribbons (MCL OR DOD) as per National Administrative Procedures, Enclosure (3), Section I – Medals & Ribbons. For those MCL Members in certain states, who have earned and are required to wear the “Authorized Provider Partnership Program (AP3) Folded Flag Pin, this pin can be worn over the right breast pocket. It will be placed above the name tag if one is worn.
3. At no time will an NCO or Officer Sword be used by anyone participating in a Funeral Honor Guard Detail. Commanders shall render a “hand-salute” when required.
4. White duty belts are allowed as sold in the MCL Ships store. All members of the Funeral Honor Guard Detail must wear the white duty or no one.
5. White gloves are an option, but all members of the Funeral Honor Guard Detail must wear the white gloves or no one.
6. Black trousers as well as dress blues trousers w/blood stripe may be worn with the appropriate belt. If there is an Associate member on the team and you chose the dress blues trousers, the Associate will wear the dress blues trousers without the blood stripe. All members of the MCL Funeral Honor Guard must wear the same trousers, only the Black Trousers or the Dress Blue Trousers. The team must be in the same uniform.
7. Black socks and Dress shoes. Orthopedic shoes are allowed as long as they are black in color.
8. Red Blazer casual uniform can be worn per uniform code.
9. Dress Blues uniform can be worn as well but the Marine must adhere to the Height to Weight and grooming standards as proscribed by the Marine Corps and all members of the Funeral Honor Guard Detail would have to wear the Dress Blues.
10. Inclement weather uniforms. The weather can be quite bad at times so it will be up to the MCL member to wear whatever they like under the HG uniform to keep them warm. The outside jacket may be the choice of the HG. The Red Satin MCL jacket or the United States Marine Corps Full Length All Weather Trench Coat with or without Liner, black insulated gloves and

180 ear muffs are also allowed. The USMC issued "Navy Blue" Sweater may also be worn under the Red Satin Jacket or the USMC All Weather Trench Coat, when the Dress Blue Trousers are worn. When the Red Satin jacket is worn, all jackets should be identical, without different patches and pins attached.

11. All members of the Honor Guard must be in the same uniform. No other items should be worn unless approved by this SOP.
12. At no time will bayonets, swords. Pistols, or pistol holsters be used in conjunction with any Marine Corps League uniform for the Funeral Honor Guard detail.

Dennis Tobin

Dennis Tobin
National Senior Vice Commandant
Corporate Secretary

2/1/2019

Date

Wendell W. Webb

Wendell W. Webb
National Commandant
Chief Executive Officer

2/1/2019

Date



Attachment "A"

Marine Corps League Funeral Honor Guard Manual

Marine Corps League National Headquarters

Introduction

Military Funeral Honors have always been provided whenever possible. However, the law now mandates the rendering of Military Funeral Honors for an eligible veteran if requested by the family. As provided by law, an honor guard detail for the burial of an eligible veteran shall consist of not less than three members of the Armed Forces. One member of the detail shall be a representative of the parent Service of the deceased veteran. The honor detail will, at a minimum, perform a ceremony that includes the folding and presenting of the American flag to the next of kin and the playing of Taps. Taps will be played by a bugler, if available, or by electronic recording. Today, there are so few buglers available that the Military Services often cannot provide one.

Code of Conduct

As Military Honors Detail participants, we represent all members of the Marine Corps League. We are judged by our actions and words when performing the Military Honors Ceremony. It is important to remember that the Ceremony should be handled with the utmost respect for the Veteran and his/her family. When the funeral procession arrives at the grave site, members of the procession will be observing us. We must maintain a solemn, military bearing at all times even after the service is complete and while returning to our cars. Casual conversation must not take place while family members are present as sound travels easily. If different instructions must be given, it should be done in a hushed, respectful manner.

All commands will be given in a loud and clear manner.

- Do Practice on arrival - before Ceremony -

Positioning / Timing Protocol

Upon arrival at the cemetery, the Detail Commander will inspect the Detail to make certain that they are in the proper uniform.

The Detail Commander is responsible for ensuring each step in the ceremony is executed properly, from the arrival of the funeral cortege to its departure.

The bugler should be placed at the gravesite, so they are in view of the family, approximately 30-40 yards from the grave.

The firing party should also be in view of the family, with positioning 45 degrees off head/blue field of flag, approximately 75 ft. from grave. But this is highly adjustable due to footing, family seating, etc. The firing party may include three, five, or seven rifle bearers, reflecting the American military custom of firing "three volleys of musketry" over the graves of fallen comrades.

When the funeral procession is entering the cemetery and is within view, the Detail Commander will call the Detail to order.

- The detail Commander gives the command, **DETAIL FALL IN.**



The detail is formed in line, with the detail Commander, approximately six feet in front of and three feet to the right of the detail party.

- The Commander will then give the command, **DETAIL ATTENTION**

DETAIL ATTENTION



- The detail Commander will give the following Commands.

a. Dress Right Dress



b. Ready Front



c. PARADE REST! (or “AT EASE” Detail Commanders choice)

PARADE REST



d. Whispered command “UNLOCK” (if not done at “Fall in”.)

When the family is ready to proceed, the funeral director will now signal the pallbearers to withdraw the casket from the hearse and carry it to the grave. The bugler and firing party are already at their gravesite positions.

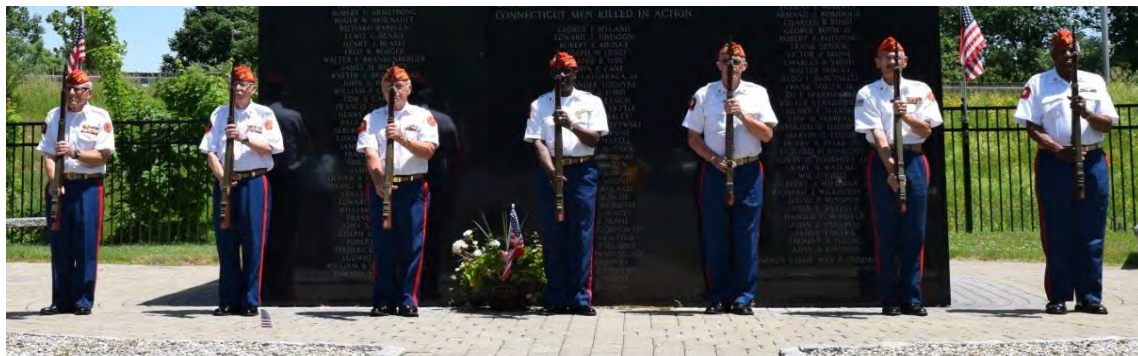
When casket/urn arrives and is within immediate view of the gravesite, the Commander will give the following commands;

- **DETAIL ATTENTION**, at which time the Commander will give the following command, **PRESENT ARMS!**

PRESENT ARMS

When casket/urn is in place

The Commander will give the following commands, **ORDER ARMS**, followed by the command, **PARADE REST**.



PARADE REST



When the religious service is completed, the clergy or the funeral director will ask the mourners to stand for the rendering of the Ceremonial Volley. The Active Marines will pick up the Flag and extend it over the casket/urn. The Commander will give the following commands

- Members of the Detail will execute the following sequence of three movements: **The Commander will give the commands**

- ATTENTION!**
- HALF RIGHT – FACE**



- PORT ARMS** (3 step movement) Note: Move the right foot (Left always anchored), 12 inches to the right. The legs are kept straight so the weight of the body rests equally on both feet.

PORT ARMS.



- Followed by the command READY UNLOCK
- The Commander will now give the command, AIM FIRE, three times
- When the command “AIM” is given, each rifleman will raise their rifle to a position of 45 degrees from the horizontal.
- On the command “Fire”, each rifleman will squeeze the trigger quickly and lower the rifle to the position of port arms



- After the three commands, **AIM, FIRE**, have been given, the Commander will give the command **CEASE FIRE-LOCK**. At this point the detail will bring their feet back together (smartly) and finger lock their rifle.
- Then, on command **HALF LEFT**, the detail will bring the heel of their right foot smartly against the heel of the left foot, completing the left face.



- From this position, the detail Commander gives the command “**PRESENT ARMS**”



- Taps are now played.

- Upon the completion of Taps, the Commander gives the command, “ORDER ARMS”

ORDER ARMS



- **NOTE:** The detail will remain at attention after Taps is played, and the flag is folded and presented
- Upon the completion of Taps, the Commander will give the command, **PARADE REST.**
- After the ceremony, (memorial service) is over, either the family lays flowers on the casket or the funeral director makes closing announcements, the Commander will give the command, **DETAIL DISMISSED**, (one step back)
- Police all brass. The detail Commander will present the Funeral Director the spent cartridges to be distributed amongst the immediate family members. The detail Commander will now pay his respects to the immediate members of the family and present them with his Detail business card and Tribute coin, if appropriate. (Tribute Coin to be distributed only to the families of Marines)
- The detail will leave the grounds with their rifle at Trail Arms.

TRAIL ARMS

History of Taps

Of all the military bugle calls, none is so easily recognized or more apt to render emotion than Taps. Up to the Civil War, the traditional call at day's end was a tune, borrowed from the French, called Lights Out. In July of 1862, in the aftermath of the bloody Seven Days battles, hard on the loss of 600 men and wounded himself, Union General Daniel Adams Butterfield called the brigade bugler to his tent. He thought "Lights Out" was too formal and he wished to honor his men. Oliver Wilcox Norton, the bugler, tells the story, "...showing me some notes on a staff written in pencil on the back of an envelope, (he) asked me to sound them on my bugle. I did this several times, playing the music as written. He changed it somewhat, lengthening some notes and shortening others, but retaining the melody as he first gave it to me. After getting it to his satisfaction, he directed me to sound that call for Taps thereafter in place of the regulation call. The music was beautiful on that still summer night and was heard far beyond the limits of our Brigade. The next day I was visited by several buglers from neighboring Brigades, asking for copies of the music which I gladly furnished. The call was gradually taken up through the Army of the Potomac."

This more emotive and powerful Taps was soon adopted throughout the military. In 1874 It was officially recognized by the U.S. Army. It became standard at military funeral ceremonies in 1891. There is something singularly beautiful and appropriate in the music of this wonderful call. Its strains are melancholy, yet full of rest and peace. Its echoes linger in the heart long after its tones have ceased to vibrate in the air.

- From an article by Master Sergeant Jari A Villanueva, USAF.

Using the Ceremonial Bugle

Conditions: Given a ceremonial bugle, you will perform "Taps" as part of a military funeral honors ceremony. You have checked your instrument ahead of time and prepared yourself for the ceremony.

Standards: The performance of "Taps" is a stationary function.

Performance Steps:

1. *Prepare for the ceremony:*

- a. Inspect your uniform.
- b. Check the batteries in the insert and replace if necessary.
- c. Firmly seat the bugle insert inside the bell of the bugle.

(Figure 1).

- d. Set the volume control based on distance from funeral site or for an inside ceremony.
- e. Test the bugle prior to the funeral service.
- f. Place the insert in the off position and prepare for the ceremony.

- g. Position the bugle horizontally between the left arm and body, with the bell pointed forward and the left hand gripping the front tubing of the bugle and assume the position of attention (Figure 2).

Fig 1



Fig 2



- h. Assume the parade rest position (Figure 3) while waiting for the veterans remains to arrive.

Fig 3



Simultaneous movement occurs:

- 1) Left foot moves 10 inches to the left of the right foot.
- 2) Right hand moves to the small of your back, centered on the belt.
- 3) Fingers and thumb extended and joined with palm facing outward.

Fig 4



2. *Perform the following actions:*

- a. When the remains arrive at the burial location and are being moved from the hearse or caisson to the gravesite, come to the position of attention and render a hand salute (Figure 4). After the casket is put in place, cut your salute and return to the position of parade rest (Figure 3).
- b. On cue, when it's time for "Taps" to be played:

Fig 5



1) Come to the position of attention.

2) Ready instrument. With your right hand, reach across and using your right index finger place the insert in the “on” position (Figure 5). *This movement will require some practice if you are wearing gloves.*

3) While your index finger is still inside the bell of the bugle, and the bugle is in the “on” position, continue on around and push the play button. You now have five seconds to bring the bugle up to the play position.

4) With your left hand, bring the bugle up to your lips while simultaneously bringing your right hand up to grip the top and center of the bugle. Release your left hand and bring it down to your side (Figure 6).

5) Left arm hangs straight down without stiffness.

6) Keep left thumb straight along seam of trouser leg.

7) Left hand fingers are curled with tip of the thumb touching first joint of index finger and with the first joint of the fingers touching the trousers.

8) “Taps” is played and lasts about one minute.

9) While “Taps” is being played, breathe normally as if actually playing the instrument. This will provide the veterans family with a more realistic visual image of a live bugler.

Fig 6



- 10) Upon completion of “Taps”, bring your left hand up and grip the front tubing of the bugle and return to the carry position (figure 7)

Release your right hand and bring it down to your side and remain in the position of attention until the ceremony is complete.

There is no need to place the bugle in the “off” position at this time. After the funeral detail departs the area, you may place the insert in the “off” position and the service is complete.

Fig 7



Flag Folding

How to fold the Flag

Step 1



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground and straighten out the flag to full length.

Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, and offset 1 ½ inch at the very first fold, length-wise **holding the bottom and top edges securely.**

Step 3



Holding the flag so that the side with the blue square is toward the ground, fold the flag in half again lengthwise, bringing the folded edge up to meet the open edge (as shown) so that the blue square and stars are on the outside

Step 4



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

Step 6



The triangular folding is continued until the entire length of the flag is folded in this manner.

Step 7



When the flag is completely folded, there should only be a little bit of blue cloth remaining, which will be tucked neatly into the fold at the end. Once the flag is completely folded, the only thing visible should be the triangular blue field of stars.

Throughout the entire folding process, the flag never touches the ground and the two folders work together to execute each fold.

Flag Presentation Speech

Bent on right knee, in front of person to receive flag.

“Sir/Ma’am, On behalf of the President of the United States, the Commandant of the Marine Corps, and a grateful nation, please accept this flag as a symbol of our appreciation for your loved one's service to Country and Corps.”

After presenting the flag, return to the position of attention and render a hand salute.

All hand salutes will be given in a slow 4 second count, from the time your hand leaves your side to the time it touches your cover. And it will return to your side with the same 4 second count.

Meaning of Flag-Folding Program

The flag-folding ceremony represents the same religious principles on which our great country was originally founded.

The portion of the flag denoting honor is the canton of blue containing the stars representing states our veterans served in uniform. The canton field of blue dresses from left to right and is inverted only when draped as a pall on the casket of a veteran who has served our country honorably in uniform.

In the U.S. Armed Forces, at the ceremony of retreat, the flag is lowered, folded in a triangle fold and kept under watch throughout the night as a tribute to our nation’s honored dead. The next morning it is brought out and, at the ceremony of reveille, run aloft as a symbol of our belief in the resurrection of the body.

Symbols for the Folds of the Flag

The **first** fold of our flag is a symbol of life.

The **second** fold is a symbol of our belief in eternal life.

The **third** fold is made in honor and remembrance of the veteran departing our ranks, and who gave a portion of his or her life for the defense of our country to attain peace throughout the world.

The **fourth** fold represents our weaker nature; as American citizens trusting in God, it is to Him we turn in times of peace, as well as in times of war, for His divine guidance.

The **fifth** fold is a tribute to our country, for in the words of Stephen Decatur, "Our country, in dealing with other countries, may she always be right, but it is still our country, right or wrong."

The **sixth** fold is for where our hearts lie. It is with our heart that we pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

The **seventh** fold is a tribute to our armed forces, for it is through the armed forces that we protect our country and our flag against all enemies, whether they be found within or without the boundaries of our republic.

The **eighth** fold is a tribute to the one who entered into the valley of the shadow of death, that we might see the light of day, and to honor our mother, for whom it flies on Mother's Day.

The **ninth** fold is a tribute to womanhood, for it has been through their faith, love, loyalty and devotion that the character of the men and women who have made this country great have been molded.

The **10th** fold is a tribute to father, for he too, has given his sons and daughters for the defense of our country since he or she was first born.

The **11th** fold, in the eyes of Hebrew citizens, represents the lower portion of the seal of King David and King Solomon and glorifies, in their eyes, the God of Abraham, Isaac and Jacob.

The **12th** fold, in the eyes of a Christian citizen, represents an emblem of eternity and glorifies, in their eyes, God the Father, the Son and Holy Ghost.

When the flag is completely folded, the stars are uppermost, reminding us of our national motto, "In God We Trust."

After the flag is completely folded and tucked in, it has the appearance of a cocked hat, ever reminding us of the soldiers who served under Gen. George Washington and the sailors and Marines who served under Capt. John Paul Jones and were followed by their comrades and shipmates in the U.S. Armed Forces, preserving for us the rights, privileges and freedoms we enjoy today.

Throughout the entire folding process, the flag never touches the ground and the two folders work together to execute each fold.

Ceremonial Rifles for Detachment

Please see <https://www.mclnational.org/ceremonial-rifle-program.html>

Fallen MARINE



Available for Active Duty, Reserve,
FMM Corpsman, Officer, Enlisted and
Honorable Discharged Veterans.

Once a Marine, Always a Marine!

Program provided by:



www.HarfordCountyMarines.org



www.HarfordCountyMarines.org

FALLEN MARINE PROGRAM



MCL & USMC

Every Fallen Marine deserves full Military Honors. The Funeral Director should contact the United States Marine Corps (USMC) to request an Official Burial Detail. The USMC Burial Detail usually comprises 3 Active Duty Marines (2 Flag Folders and a Bugler). The Detail normally attends the final burial at the cemetery. If the Marine will be cremated and there is no burial, then the USMC detail will attend the wake.

While the Funeral Director calls a special phone number in Quantico to arrange for the Burial Detail, the Marines are dispatched from a local USMC or USMC Reserve unit. Typically Harford County is served by the 4th Combat Engineer Battalion in Baltimore.

The MCL Fallen Marine Program is meant to compliment (not replace) the USMC Detail.

We are Marines!
We improvise, adapt and overcome.
Special circumstances are not a problem.
The MCL & USMC will work together to honor your Fallen Marine.

Additional information is available on our website www.HarfordCountyMarines.org

Please call us if you have questions.
443-477-0670 / 443-243-2430

Mailing Address:

Marine Corps League
Cpl Pete Arnold Detachment 1198
P.O. Box 1011
Bel Air, MD 21014

How do I request a Fallen Marine Program ?

1. **Contact the Funeral Director** they can work directly with the Marine Corps League.
2. **Contact the MCL directly** by email at FallenMarine@HarfordCountyMarines.org or phone 443-477-0670 / 443-243-2430

Who is eligible for the Fallen Marine Program ?

Honorably Discharged Marines
Honorably Discharged FMF Navy Corpsman
Active Duty & Reserve Marines
Active Duty & Reserve FMF Navy Corpsman

How long is the Fallen Marine Program ?

The entire program lasts about 10 minutes.

When should I notify the MCL of the passing of my Marine ?

As soon as possible. Even if the wake/funeral details are not yet complete. It is important to give the MCL enough time to muster the troops to attend the service.
Pre-notification of a Marine in hospice is ok.

When will the MCL perform the Fallen Marine Program ?

The service is typically performed at the evening wake, but will be performed if requested at another time.

www.HarfordCountyMarines.org

Fallen Marine Program (FMP)

One of the primary objectives of the Marine Corps League (MCL) is to recognize and honor Fallen Marines. The MCL is honored to present the Fallen Marine Program for ALL current or honorably discharged Marines and offer our condolences to the family. This MCL Fallen Marine Program goes above and beyond what the USMC is required to provide. The Fallen Marine Program normally takes place at the deceased Marine's Wake.

Many of our fellow Marines are passing without notice. Some receive graveside services from the U.S. Marine Corps, VFW or other organizations when formally requested. For most, however, the only notice received is a line in the obituary column stating "served in the U.S. Marine Corps". It is the goal of the Corporal Pete Arnold Detachment 1198 to recognize and honor every honorably discharged Marine that falls within Harford County and the surrounding area. The veteran has earned this honor and deserves it to be done in a professional manner without any cost.





Marine Corps League

DEPARTMENT OF MARYLAND



FALLEN MARINE PRESENTION

1. A Marine assumes command of Fallen Marine Detail.
2. Coordinate with Funeral Director for best time to make presentation.
3. Recon location for best approach of Detail to march up and away from the Casket.
4. Assemble MCL Members, Active/Reserve Marines or Marine Veterans present in Uniform and coordinate the lineup for the Detail's March to casket.

The Marine Corps League Department of Maryland and all the Marines present today extend our condolences on the loss of your love one. We share in your loss for we too have lost a brother/sister and a valued friend. Far too often across this great nation, the only recognition our Fallen Marines are receiving is a short one line reference in an obituary stating that they served in the Military. It is our duty to insure that each and every Fallen Marine from Maryland is honored and so the family may witness the special bond shared by all Marines.

On behalf of the Marine Corps League, we present this Marine Corps League Certificate of Honorable Service in appreciation and gratitude for MARINES NAME honorable service to his country and the Marine Corps.

And this symbol which each and every Marine wears with pride, the Marine Corps Eagle, Globe and Anchor. MARINES NAME is one of the few, who had earned the right and privilege to be called a Marine and wear this emblem,

Lastly, this presentation folder that gives an insight on being a Marine and honors our fellow Marine for his faithful service to God, country and the United States Marine Corps.

Our thoughts and prayers are with you at this difficult time. May God bless you and comfort you now and the days to follow.

"Once a Marine, Always a Marine"



Marine Corps League



DEPARTMENT OF MARYLAND

FALLEN VETERAN PRESENTATION



1. A Marine assumes command of Fallen Veteran Detail.
2. Coordinate with Funeral Director for best time to make presentation.
3. Recon location for best approach of Detail to march up and away from the Casket.
4. Assemble MCL Members and other Military or Veterans present in Uniform and coordinate the lineup for the Detail's March to casket. Speaker should be in the center.
5. March to casket. Slow salute. About Face. Give speech facing audience. March away.

The Cpl Pete Arnold Detachment of the Marine Corps League and all the Veterans present today extend our condolences on the loss of your love one. We share in your loss for we too have lost a brother/sister and a valued friend. Far too often across this great nation, the only recognition our Fallen Veterans are receiving is a short one line reference in an obituary stating that they served in the Military. It is our duty to insure that each and every Fallen Veteran from Harford County/_____ is honored and so the family may witness the special bond shared by all Veterans.

Our thoughts and prayers are with you at this difficult time. May God bless you and comfort you now and the days to follow.

"Once a Marine, Always a Marine"



Chaplain:

We gather here today to pay honor and respect to one who has answered the final call on this earth, one who has held a coveted title.

A title earned in the sweat, hard work and strict discipline of military boot camp;

In the display of courage in his willingness to be sent in harms way, facing imamate danger, even death, in defending his country;

In the pride and dignity he exhibited in wearing the emblem of the eagle, globe and anchor signifying that title;

That title is **United States Marine; a title shared by few, coveted by many, and respected by all.**

We gather to pay our final respects to one who so richly deserves and profoundly cherished that title;

(Marines Name) _____

(His/Her rank) _____

United States Marine Corps

The last line in the third verse of the Marines Hymn, a line sung with great gusto by Marines reads; "If the Army and the Navy ever looked on heavens scenes, they would find the streets are guarded by United States Marines." I believe Marine _____ has just taken up his/Her final post on that heavenly scene.

Semper Fi,

Procedure for the Flag Case Presentation

The Commandant will approach the next of kin and speak these words.

On behalf of the members of the _____
Detachment. Please accept this Flag Case to be used as the final
resting place for _____ Marines name casket Flag that you will be
receiving from The Marine Corps.

Remember that as long as there is one Marine standing,
_____ Marines name will never be forgotten.

Semper Fideles

After he presents the next of kin the flag case, he is to take one step
back and render his final memorial salute and leave in a military
fashion.



Deceased Associate
[Christian]

Commandant: Marines of The _____ Detachment meet in this place to pay honor and respect to one who has answered the final call on this earth.

Chaplain: Almighty God, Supreme Father of all, we come to thee in this solemn hour with a realization of our utter helplessness. We are brought face to face with the unavoidable fact of death. God of the universe, be with us now, giver of eternal peace, take into your arms, the soul of our departed brother _____ and bind the wounds of his bereaved family. Surround them with your loving kindness; give to their troubled hearts that peace and comfort, which only you can give. Amen

Commandant: We recognize that all people are Gods children and that his power and authority extends beyond man's universe. We know that our ways are not always His ways, and we frequently depart from His ways. Often we do not subordinate ourselves to divine power and teachings, never-the- less, from time to time occasions like this bring us to a clearer understanding of our dependence upon God.

He has seen fit to call _____ to his final reward.
We must bow in submission to the divine will and learn to
say with a humble and contrite spirit, "**Thy Will be done**".
We shall cherish with a memory that is lasting, until we,
along with him, will take our place in the silent halls of death.

Chaplain:

The Lord is my Shepard, I shall not want. He maketh me to
lie down in green pastures; He leadeth me besides the still
water. He restoreth my soul; He leadeth me in the paths of
righteousness for his names sake. Yea, though I walk
through the valley of the shadow of death, I will fear no evil;
for Thou art with me; Thy rod and Thy staff they comfort me.
Thou anointest my head with oil, my cup runneth over. Surly
goodness and mercy shall follow me all the days of my life,
and I will dwell in the house of the Lord forever.

Commandant: My fellow members of the John Basilone
Detachment and all those of you within the sound of my
voice, give heed unto the promises and assurances of the
Heavenly Father. Let them not be to you, words without
meaning. Let the devotion of our departed member
_____ serve as an example to you in your
association with your comrades and your fellow man. As he
enters the great unknown may you resolve to so govern your
life that you may hear from the Heavenly Father these words
of commendation, "**Well done thy good and faithful
servant, enter into the joys of the Lord**".

Chaplain: Once more, O God, we come to thee in prayer for
our departed friend _____ and once more we
beseech thee to receive his soul into the joys of thy kingdom.
Will thou give strength and courage to complete the life we

have yet to live, to fight the good fight with strength, courage and in your good time we shall stand in the light of your love, face to face with Thee, when thou shalt make all things known to us.

As we depart to go our separate ways, continue to watch over us, and if it be your will, that the time of our departure, may we be granted the strength and courage to face the coming days with fortitude.

And now to Him, who hath given and who hath taken away, we give Honor, Power, and Glory. Amen.

Please follow me in the Lord's Prayer:
Our Father, who art in heaven, Hallowed be Thy name, Thy Kingdome come, thy will be done, on earth as it is in Heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those that trespass against us, and lead us not into temptation, but deliver us from evil. For thine is the Kingdome, and the Power, and the Glory forever and ever. Amen

Hand Salute, Taps

Commandant: My fellow Marines and members of the _____ Detachment, please join me in rendering honors to : _____.

Semper Fidelis



Department of Veterans Affairs

Form Approved, OMB No. 2900-0567
Respondent Burden: 2 Minutes

PRESIDENTIAL MEMORIAL CERTIFICATE REQUEST FORM

RESPONDENT BURDEN: Public reporting burden for this collection of information is estimated to average two minutes per response. Statutory authority for the Presidential Memorial Certificate (PMC) Program is 38 U.S.C. 112. The information requested is approved under OMB Control Number 2900-0567, and is necessary to allow eligible recipients (next of kin, other relatives or friends) to request additional certificates and/or replacement or correct certificates on receipt of the original PMC.

The National Cemetery Administration does not give, sell or transfer any personal information outside of the agency. VA may not conduct or sponsor, and you are not required to respond to this collection of information unless it displays a valid OMB Control Number. Responding to this collection is voluntary. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to VA Clearance Officer (005G2), 810 Vermont Avenue NW, Washington, DC 20420. **SEND COMMENTS ONLY.** Please do not send applications for benefits to this address.

INSTRUCTIONS: When inserting the veterans name below, **DO NOT** include nickname, military rank, or civilian title. Complete a new VA Form 40-0247 for each additional name and/or mailing address.

NAME OF VETERAN	NAME AND MAILING ADDRESS OF PERSON REQUESTING CERTIFICATE
NUMBER OF CERTIFICATES REQUESTED	
HOME OR WORK TELEPHONE NUMBER <i>(Include area code and do not insert spaces between numbers)</i>	SIGNATURE OF REQUESTOR

RETURN COMPLETED FORM ALONG WITH A COPY OF THE DISCHARGE DOCUMENTS TO:

Presidential Memorial Certificates (41A1C)
National Cemetery Administration
5109 Russell Road
Quantico, VA 22134-3903

Fax To: 1 (800) 455-7143

Or

VA FORM
JUN 2007 (R) **40-0247**

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LOCATION OF MILITARY RECORDS

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER	ADDRESS CODE	
		Personnel Record	Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired on or after 10/1/2004	1	11
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, retired reserve in nonpay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	13	
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired on or after 4/1/1998	14	11
	Active, reserve, or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1905	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1993	14	11
	Discharged, deceased, or retired on or after 1/1/1999	4	11
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	14
	Discharged, deceased, or retired after 10/16/1992	14	11
	Active enlisted, officers (including National Guard and Army Reserve on active duty in the U.S. Army)	7	
	National Guard enlisted and officers not on active duty in Army	13	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired on or after 1/1/1995	10	11
	Active, reserve, or TDRL	10	
PHS	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSSRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Old Military and Civil Records (NWCTB-Military) Textual Services Division 700 Pennsylvania Ave., N.W. Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center /DSMR HQ ARPC/DPSSA/B 6760 E. Irvington Place, Suite 4600 Denver, CO 80280-4600	7	U.S. Army Human Resources Command www.hrc.army.mil	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, CGPC-adm-3 USCG Personnel Command 4200 Wilson Blvd., Suite 1100 Arlington, VA 22203-1804	8	Reserved.	13	The Adjutant General (of the appropriate state, DC, or Puerto Rico)
4	Headquarters U.S. Marine Corps Personnel Management Support Branch (MMSB-10) 2008 Elliot Road Quantico, VA 22134-5030	9	Reserved.	14	National Personnel Records Center (Military Personnel Records) 9700 Page Ave. St. Louis, MO 63132-5100 eVetRecs! www.archives.gov/veterans/evetrecs/
5	Marine Forces Reserve 4400 Dauphine St. New Orleans, LA 70146-5400	10	Navy Personnel Command (PERS-312E) 5720 Integrity Drive Millington, TN 38055-3120		

INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. **General Information.** The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available." Include as much of the requested information as you can. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next of kin using eVetRecs at <http://www.archives.gov/veterans/evetrecs/>.

2. **Personnel records and Service Treatment Records (STR).** Personnel records of military members who were discharged, retired, or died in service less than 62 years ago and STR's are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STR's of persons on active duty are generally kept at the local servicing clinic, and usually are available from the Department of Veterans Affairs approximately 40 days after the last day of active duty. (See item 3, Archival Records, if the military member was discharged, retired or died in service over 62 years ago.)

a. **Release of information:** Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations and the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. An authorization signature, of the service member or the member's legal guardian, is needed in Section III of the SF180. Others requesting information from military personnel records and/or STR's must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, surviving next of kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next of kin may be any of the following: unmarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters must provide proof of death, such as a copy of a death certificate, letter from funeral home or obituary.

b. **Fees for records:** There is no charge for most services provided to service members or next of kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances service fees cannot be determined in advance. If your request involves a service fee, you will be notified as soon as that determination is made.

3. **Archival Records.** Personnel records of military members who were discharged, retired, or died in service 62 or more years ago have been transferred to the legal custody of NARA and are referred to as "archival" records.

a. **Release of Information:** Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next of kin is not required. However, in order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and preclude the release of some information.

b. **Fees for Archival Records:** Access to archival records is granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). You will be notified if there is a charge for photocopies of documents contained in the record you are requesting.

4. **Where reply may be sent.** The reply may be sent to the service member or any other address designated by the service member or other authorized requester.

5. **Definitions and abbreviations.** DISCHARGED -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

6. **Service completed before World War I.** National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park, MD 20740-6001. DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS AS INDICATED IN THE ADDRESS LIST ON PAGE 2 OF THE SF 180.

REQUEST PERTAINING TO MILITARY RECORDS

* Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/evetrecs/> *

(To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. Please print clearly or type.)

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible.)

1. NAME USED DURING SERVICE (last, first, and middle)		2. SOCIAL SECURITY NO.	3. DATE OF BIRTH	4. PLACE OF BIRTH		
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that all service be shown below.)						
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE COMPONENT						
b. RESERVE COMPONENT						
c. NATIONAL GUARD						
6. IS THIS PERSON DECEASED? If "YES" enter the date of death. <input type="checkbox"/> NO <input type="checkbox"/> YES				7. IS (WAS) THIS PERSON RETIRED FROM MILITARY SERVICE? <input type="checkbox"/> NO <input type="checkbox"/> YES		

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU WOULD LIKE TO REQUEST A COPY OF:

☐ **DD Form 214 or equivalent.** This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next of kin, or other persons or organizations if authorized in Section III, below. NOTE: If more than one period of service was performed, even in the same branch, there may be more than one DD214. Check the appropriate box below to specify a deleted or undeleted copy. When was the DD Form(s) 214 issued? YEAR(S):

☐ **UNDELETED:** Ordinarily required to determine eligibility for benefits. Sensitive items, such as, the character of separation, authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and dates of time lost are usually shown.

☐ **DELETED:** The following items are deleted: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and for separations after June 30, 1979, character of separation and dates of time lost.

☐ **All Documents in Official Military Personnel File (OMPF)**

☐ **Medical Records** (Includes Service Treatment Records (outpatient), inpatient and dental records.) If hospitalized, the facility name and date for each admission must be provided:

☐ **Other** (Specify):

2. **PURPOSE:** (An explanation of the purpose of the request is strictly voluntary; however, such information may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.) Check appropriate box:

☐ Benefits ☐ Employment ☐ VA Loan Programs ☐ Medical ☐ Medals/Awards ☐ Genealogy ☐ Correction ☐ Personal

☐ Other, explain:

SECTION III - RETURN ADDRESS AND SIGNATURE

1. **REQUESTER IS:** (Signature Required in # 3 below of veteran, next of kin, legal guardian, authorized government agent or "other" authorized representative. If "other" authorized representative, provide copy of authorization letter.)

☐ Military service member or veteran identified in Section I, above

☐ Next of kin of deceased veteran (Must provide proof of death).

Show relationship:

(See item 2a on accompanying instructions.)

☐ Legal guardian (Must submit copy of court appointment.)

☐ Other (specify)

2. SEND INFORMATION/DOCUMENTS TO:

(Please print or type. See item 4 on accompanying instructions.)

3. **AUTHORIZATION SIGNATURE REQUIRED** (See items 2a or 3a on accompanying instructions.) I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct.

Name

Signature Required - Do not print

Street

Apt.

Date of this request

Daytime phone

City

State

Zip Code

Email address

What Is A Veteran

Some veterans bear visible signs of their service:
a missing limb, a jagged scar, a certain look in the eye.

Others may carry the evidence inside them: a pin holding
a bone together, a piece of shrapnel in the leg -
or perhaps another sort of inner steel: the soul's
ally forged in the refinery of adversity.

Except in parades, however, the men and women who
have kept America safe wear no badge or emblem.

You can't tell a vet just by looking. What is a vet?

He is the cop on the beat who spent six months in Saudi
Arabia sweating two gallons a day making sure the armored
personnel carriers didn't run out of fuel.

He is the barroom loudmouth, dumber than five wooden planks,
whose overgrown frat-boy behavior is outweighed a
hundred times in the cosmic scales by four hours of
exquisite bravery near the 38th parallel.

She - or he - is the nurse who fought against futility
and went to sleep sobbing every night for
two solid years in Da Nang.

He is the POW who went away one person and came back another -
or didn't come back AT ALL.

He is the Quantico drill instructor who has never seen combat -
but has saved countless lives by turning slouchy, no-account
rednecks and gang members into Marines, and teaching them to
watch each other's backs.

He is the parade - riding Legionnaire who pins on his ribbons
and medals with a prosthetic hand.

He is the career quartermaster who watches the
ribbons and medals pass him by.

He is the three anonymous heroes in The Tomb Of The Unknowns,
whose presence at the Arlington National Cemetery must forever
preserve the memory of all the anonymous heroes whose valor
dies unrecognized with them on the battlefield
or in the ocean's sunless deep.

He is the old guy bagging groceries at the supermarket -
palsied now and aggravatingly slow - who helped liberate a
Nazi death camp and who wishes all day long that his wife were
still alive to hold him when the nightmares come.

He is an ordinary and yet an extraordinary human being -
a person who offered some of his life's most vital years in
the service of his country, and who sacrificed his ambitions
so others would not have to sacrifice theirs.

He is a soldier and a savior and a sword against the darkness,
and he is nothing more than the finest, greatest testimony on
behalf of the finest, the greatest nation ever known.

So remember, each time you see someone who has served our country,
just lean over and say Thank You. That's all most people need,
and in most cases it will mean more than any medals they could
have been awarded or were awarded. Two little words that mean a lot,

"THANK YOU."

Author - Father Denis Edward O'Brien USMC

In Memorandum

Final Salute

*Many kind words will be spoken today,
In honor of this man,
Who was called from us, tis' sad to say,
To fulfill some Master Plan.*

*Many fine words, as "hero" of "pal"
Or "buddy" or simple "friend";
Any many will speak with a tear in their eye
As the service draws to an end.*

*And Leaguers will stand, and some place a hand
On "Old Glory" as she's folded with care.*

*Marines of the League, like their fallen friend,
Who volunteered, sacrificed and dared.*

*But of all the nice words spoken today,
There's one truly for the scene;*

*Though "buddy" and "friend" tell it up to the end,
There's no finer salute than "Marine!"*

By MSgt Tom Bartlett, USMC (Ret) – circa 1982



SECTION 8

Meritorious Individual Commendation



presented to

ALL STUDENTS

For satisfactorily completing the CLASS and the curriculum prescribed for graduation. You have shown outstanding dedication and commitment to the Marine Corps League by attending this school.

You are authorized to wear the Individual Meritorious Commendation Ribbon.

All Classes

Awarded this Xth day of April 2024



**Michael J. Waluk, Commandant
Department of New Jersey
Marine Corps League**

Authorized to wear Meritorious
Individual Commendation Medal