



# COMMUNICATION INFORMATION

Marine Corps League of PA, Inc.  
 PO Box 6687  
 Harrisburg, PA 17112-0687

Communications and documents should be sent to the mailing address above,  
**EXCEPT** as noted below.

Website: <https://www.pamcleague.com>  
 Facebook: <https://www.facebook.com/MCLDEPTPA>

| DOCUMENT   | NUMBER OF COPIES                        | WHERE TO SEND  | MORE INFORMATION   |
|--|---|--|--|
| DSCB 15-5110<br>PA Non-Profit Annual Report      | One (1) copy of<br>Accepted filing      | Paymaster Stephen Smalley<br><a href="mailto:53marine1973@gmail.com">53marine1973@gmail.com</a>  | On or before April 30<br><a href="https://www.pamcleague.com/15-5110-Annual-Statement-Nonprofit-Corporation.pdf">15-5110-Annual-Statement-Nonprofit-Corporation.pdf</a><br>( <a href="https://www.pamcleague.com">pamcleague.com</a> ) |
| IRS 990 Confirmation                             | One (1) copy of<br>Accepted filing      | Paymaster Stephen Smalley<br><a href="mailto:53marine1973@gmail.com">53marine1973@gmail.com</a>  | Accepted page (not the Pending page).<br>Paymaster forwards to National Headquarters.  |
| Notice of Death (NOD)                            | One (1) copy<br>to each                 | Chaplain Jim Schreiber<br><a href="mailto:willys1948@hotmail.com">willys1948@hotmail.com</a><br>Paymaster: email with<br>transmittal<br><a href="mailto:53marine1973@gmail.com">53marine1973@gmail.com</a> | Chaplain forwards to National Chaplain<br><br>Paymaster forwards to National Membership  |
| PLM Audit  | one (1)<br>Signed copy                  | Paymaster Stephen Smalley<br><a href="mailto:53marine1973@gmail.com">53marine1973@gmail.com</a>  | Due by 31 December<br>Paymaster sends to National Headquarters.<br>See: National Administrative Procedures Section 7055  |
| Report of Installation (ROI)<br>and Supplemental | one (1)<br>Signed Original              | Attention: Adjutant Sarah Cook<br><b>by mail</b>   | ROI information is posted to the website for the Detachment.<br>Submit a supplemental to report any changes.   |
| Transmittal                                      | Original and<br>one (1) copy<br>by mail | Paymaster Stephen Smalley<br><a href="mailto:53marine1973@gmail.com">53marine1973@gmail.com</a>  | In <b>DEPARTMENT</b> section of Transmittal, put:<br>Paymaster name: Stephen Smalley<br>Phone: 914-941-7413 Email: <a href="mailto:53marine1973@gmail.com">53marine1973@gmail.com</a>  |
| <b>Reports</b>                                   |   |  |  |
| Eagle Scout Report                               | One (1) copy                            | Greg Schlegel, Chairman<br>Scouting Committee<br><a href="mailto:gregmarine102383@gmail.com">gregmarine102383@gmail.com</a>  | Each Quarter using this report <a href="https://www.pamcleague.com/Scout-Report">Scout Report (pamcleague.com)</a><br>Regular mail address on form, if needed.   |
| Toys for Tots<br>After Action Report             | One (1) copy                            | Dean VanZanardi, Chairman<br>Toys for Tots Committee<br><a href="mailto:richardzanardi@comcast.net">richardzanardi@comcast.net</a>   | For more information:<br><a href="https://www.pamcleague.com/toys-for-tots-2">https://www.pamcleague.com/toys-for-tots-2</a>   |
| VVS Report                                       | One (1) copy                            | Jacob Bertin, Chairman, VVS<br><a href="mailto:aaronber50@outlook.com">aaronber50@outlook.com</a>  | Forms: <a href="https://www.pamcleague.com/volunteer-services">https://www.pamcleague.com/volunteer-services</a><br>Make sure to send the correct Quarter Form<br>Mail: Jacob Bertin, 25 Cherokee Lane, Williamsport, PA 17701         |



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| <b>More Information</b>  |                  |   |   |
| Postings for Department Facebook page                                    |                  | Public Affairs Officer:<br><a href="mailto:johnntaylor713@hotmail.com">johnntaylor713@hotmail.com</a>   | <a href="https://www.facebook.com/MCLDEPTPA">https://www.facebook.com/MCLDEPTPA</a>   |
| Updates or Corrections to Department Website                             |                  | Commandant Diana Henry<br><a href="mailto:mclpa.department@gmail.com">mclpa.department@gmail.com</a>  | Changes to Detachment officers, meeting information, etc., must be submitted on a supplemental ROI to the Adjutant.   |
| ROTC & JROTC   |                  | Matthew Corwin<br><a href="mailto:mccorwinmcl@comcast.net">mccorwinmcl@comcast.net</a>  | Detachments encouraged to send photos of presentation events to the webmaster.  |
| Scholarships   |                  |   | Questions, criteria, and forms:<br><a href="https://pamcleague.com/scholarships">https://pamcleague.com/scholarships</a>  |
| Young Marines<br>Link to <a href="#">Find a Local Young Marines Unit</a> |                  |   | Eastern PA Contact:<br>Linda Chamberlain 215-355-2909; <a href="mailto:ssqtnwife@verizon.net">ssqtnwife@verizon.net</a><br>Western PA Contact:<br>Don Bailey 724-745-1996; <a href="mailto:idbailey2@verizon.net">idbailey2@verizon.net</a> |
| <b>Awards</b>  |                  |   |   |
| Americanism  |                  |   | Due at Convention. See Enclosure 4: <a href="#">PA Enclosures (pamcleague.com)</a>  |
| Individual or Unit Nomination Form                                       | Signed Original  | <b>Your</b> District Vice Commandant  | Form: <a href="#">Awards-Form (pamcleague.com)</a>  |
| Marine of the Year and Associate of the Year Nominations                 | One (1) copy     | Mail: Attention Commandant<br>Email:<br><a href="mailto:MOYSociety.PA@gmail.com">MOYSociety.PA@gmail.com</a><br>Hand Deliver: Secretary MOY Society | Rules for submission in Department Administrative Procedures, Enclosures Nine (9) and Ten (10) at <a href="#">PA Enclosures (pamcleague.com)</a><br>Due: No later than close of business Thursday of Convention                             |
| Media - Newsletter, Website, Facebook                                    |                  | Sr. Vice Commandant<br><a href="mailto:pamcl.svice@outlook.com">pamcl.svice@outlook.com</a>   | See Enclosure 4 at <a href="#">PA Enclosures (pamcleague.com)</a>   |
| Recruiting Nomination Form   | Signed Original  | Sr. Vice Commandant<br><a href="mailto:pamcl.svice@outlook.com">pamcl.svice@outlook.com</a>   | Form: <a href="#">Recruiting-Awards (pamcleague.com)</a>  |
| Tenure Program   |                  | Sr. Vice Commandant<br><a href="mailto:pamcl.svice@outlook.com">pamcl.svice@outlook.com</a>   | Form: <a href="#">Tenure-Program (pamcleague.com)</a>   |