



**DEPARTMENT OF PENNSYLVANIA  
MARINE CORPS LEAGUE  
PO BOX 6687, Harrisburg, PA 17112-0687**

27 March 2024

To: Sarah Cook  
Adjutant, MCLPA

From: Chris Shaw  
Chairman, Americanism Committee

**Subject:** Proposed Administrative Procedure Change

In accordance with Section 1120(b) . Amendments to the Department of PA Administrative Procedures, I am submitting the following change.

**CURRENT:** Administrative Procedures Enclosure Two (2)

**AMERICANISM PROGRAM**

This program is based on Detachment strength and uses Award Categories defined in Enclosure Four (4) below. Participating Detachments are required to fill out the Americanism and Achievement Questionnaire and Criteria and submit Scrapbook or Albums with pictures/activities.

Questionnaire and Scrapbooks may be sent to the Americanism Chair prior to the Convention. Scrapbooks can be hand carried to the convention and turned into the Chair no later than close of business Thursday of the convention. They will be returned prior to the close of the convention. Scrapbook Criteria: History and Photos in the Scrapbook or Album should be limited to the events during the judged year only. Use appropriate captions (names, occasions, etc.) to relate photos with the activity or event.

Items that are suggested for the Scrapbook include: Installations – Marine Corps Birthday – Parades – Memorial & Veterans Day – VAVS – Toys for Tots, and other community events.

Please refer to Enclosure Two (2) of the National Administrative Procedures for additional information regarding the National Americanism Award and Criteria.

**PROPOSED:** Changes and/or deletions in red

**AMERICANISM PROGRAM**

This program is based on Detachment strength and uses Award Categories defined in Enclosure Four (4) below. First, second, and third place winners in each category will receive a plaque. All others will receive an Americanism Certificate.

The Americanism Report will be submitted as a bound book (scrap book, album, etc.). The report will be based on events from **Convention to Convention**. Arrange the report into **sections** as outlined on page two of the Criteria and Format document for the Americanism Award. Each section will have a cover sheet detailing the contents of that section. Use only the section(s) with Detachment participation. Not all reports will have every section completed. This uniformity will assist the committee with giving credit for all activities reported. All Americanism Reports must be hand-delivered to the Americanism Committee by 1300 on Friday of the Convention (subject to change – announcement will be made on the floor). All Americanism Reports will be returned to the Convention floor following the judging, for members to review. The Detachment representative will retrieve the Detachment's report before leaving the Convention.

Note: Newly formed Detachments will compete in Category I, regardless of strength. Notate on the Cover Page if this is a new Detachment.

**All Americanism Reports MUST be organized in sections.**

Activities and photos in the report will be limited to the events during **the judged year only**. Use appropriate captions (names, occasion, etc.) to relate the photo with the section activities.

**RATIONALE:** Changing the way that the Department Americanism books are constructed makes it easier for Detachments to submit Reports to National with minimal rework. This new format also makes it easier for the Americanism committee to review and judge submissions.

Respectfully Submitted on behalf of the Americanism committee,

Chris Shaw



Chairman, Americanism Committee  
MCL Dept of PA