



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 PA Non-Profit Annual Report	One (1) copy of Accepted filing	Paymaster Vinessa Sipe paymaster.mclpa@gmail.com	On or before April 30 15-5110-Annual-Statement-Nonprofit-Corporation.pdf (pamcleague.com)
IRS 990 Confirmation	One (1) copy of Accepted filing	Paymaster Vinessa Sipe paymaster.mclpa@gmail.com	Accepted page (not the Pending page). Paymaster forwards to National Headquarters.
Notice of Death (NOD)	One (1) copy to each	Chaplain Jim Schreiber willys1948@hotmail.com Paymaster: email with transmittal paymaster.mclpa@gmail.com	Chaplain forwards to National Chaplain Paymaster forwards to National Membership
PLM Audit	one (1) Signed copy	Paymaster Vinessa Sipe paymaster.mclpa@gmail.com	Due by 31 December Paymaster sends to National Headquarters. See: National Administrative Procedures Section 7055
Report of Installation (ROI) and Supplemental	one (1) Signed Original	Attention: Adjutant Sarah Cook by mail	ROI information is posted to the website for the Detachment. Submit a supplemental to report any changes.
Transmittal	Original and one (1) copy by mail	Paymaster Vinessa Sipe paymaster.mclpa@gmail.com	In DEPARTMENT section of Transmittal, put: Paymaster name: Vinessa Sipe Phone: 631-428-7647 Email: paymaster.mclpa@gmail.com
Reports			
Eagle Scout Report	One (1) copy	Greg Schlegel, Chairman Scouting Committee gregmarine102383@gmail.com	Each Quarter using this report Scout Report (pamcleague.com) Regular mail address on form, if needed.
Toys for Tots After Action Report	One (1) copy		For more information: https://www.pamcleague.com/toys-for-tots-2
VVS Report	One (1) copy	Jacob Bertin, Chairman, VVS aaronber50@outlook.com	Forms: https://www.pamcleague.com/volunteer-services Make sure to send the correct Quarter Form Mail: Jacob Bertin, 25 Cherokee Lane, Williamsport, PA 17701



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More Information			
Postings for Department Facebook page		Public Affairs Officer: johntaylor713@hotmail.com	https://www.facebook.com/MCLDEPTPA
Updates or Corrections to Department Website		Commandant Diana Henry mclpa.department@gmail.com	Changes to Detachment officers, meeting information, etc., must be submitted on a supplemental ROI to the Adjutant.
ROTC & JROTC		Matthew Corwin mccorwinmcl@comcast.net	Detachments encouraged to send photos of presentation events to the webmaster.
Scholarships		Contact: Gene Irvin dpaschol20@gmail.com	Questions, criteria, and forms: https://pamcleague.com/scholarships
Young Marines Link to Find a Local Young Marines Unit			Eastern PA Contact: Linda Chamberlain 215-355-2909; ssqtnwife@verizon.net Western PA Contact: Don Bailey 724-745-1996; idbailey2@verizon.net
Awards			
Americanism		Contact: Chris Shaw tankcomm92@comcast.net	Due at Convention. See Enclosure 4: PA Enclosures (pamcleague.com)
Individual or Unit Nomination Form	Signed Original	Your District Vice Commandant	Form: Awards-Form (pamcleague.com)
Marine of the Year and Associate of the Year Nominations	One (1) copy	Mail: Attention Commandant Email: MOYSociety.PA@gmail.com Hand Deliver: Secretary MOY Society	Rules for submission in Department Administrative Procedures, Enclosures Nine (9) and Ten (10) at PA Enclosures (pamcleague.com) Due: No later than close of business Thursday of Convention
Media - Newsletter, Website, Facebook			See Enclosure 4 at PA Enclosures (pamcleague.com)
Recruiting Nomination Form	Signed Original	Sr. Vice Commandant pamcl.svice@outlook.com	Form: Recruiting-Awards (pamcleague.com)
Tenure Program			Form: Tenure-Program (pamcleague.com)