



# Detachment Quarterly Report

**Quarter:** (check one) - FALL  WINTER  SPRING  SUMMER   
 Submit on: (1 Oct) (1 Jan) (1 Mar) (1 Jun)

**Detachment Name:** \_\_\_\_\_ **Number:** \_\_\_\_\_

1. Did you submit your VVS Report? \_\_\_\_\_
2. Have you recruited any new members this quarter? If yes, how many? \_\_\_\_\_

**Compliance:**

1. Do you check the summary page on your Detachment Roster each quarter to ensure all data is correct? \_\_\_\_\_

|                                   | Y/N |                                | Y/N |
|-----------------------------------|-----|--------------------------------|-----|
| 990 filing correct and up to date |     | ROI up to date?                |     |
| Detachment Dues correct?          |     | PA DOS Form 5110 filed?        |     |
| PLM Audit submitted?              |     | Meeting date and time correct? |     |

What has your Detachment participated in since your last quarterly report? (please check all that apply)

|                     | Y/N |                            | Y/N |
|---------------------|-----|----------------------------|-----|
| Color/Honor Guard   |     | Parades                    |     |
| Toys For Tots       |     | Selling V&Y Raffle Tickets |     |
| Fundraising         |     | Veteran Home Visits        |     |
| Social/Family Event |     | Birthday Ball              |     |

Please use additional sheet to add any other events and or comments.

**Commandant's Council:**

Each quarter Commandant's Council is on the meeting agenda. All Detachment Commandants or their Detachment representation are asked to attend. ALL members in good standing are welcome.

This report is due to the Department Adjutant via email no later than two weeks prior to the quarterly meeting. They will be posted to the Department website shortly thereafter. If you would like to add any comments that you request NOT to be posted, please contact SVC McCoy at [pamcl.srvic@outlook.com](mailto:pamcl.srvic@outlook.com) or your District Vice Commandant directly.

Your department staff is here to help and are looking forward to your attendance at the next meeting as your circumstances permit.

**Thank you for all your hard work, Semper Fi**