



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	Dean VanZanardi, Chairman Toys for Tots Committee richardzanardi@comcast.net	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 2: 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)