Detachment Quarterly Report

Detachment Name First Capitol Detachment **#** 521

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

1. Was the Detachment VVS Report submitted for the current quarter? Y/N Yes
2. Number of new members recruited into the Detachment this quarter: 1
3. Was the 990 filed? Y/N Yes Was the PLM audit filed? Y/N Yes
   Is the ROI up to date? Y/N Yes Was PA DOS-5110 filed? Y/N Yes
4. Is the Detachment Roster summary page checked each quarter to ensure all information is correct? Y/N Yes

   Is the following information on the Detachment Roster summary page correct?

	Y/N		Y/N
Detachment Dues	No	990 Submission Date	Yes
Election Date	No	Paid Life Member Audit Date	No
Installation Date	No	Contact Information	Yes

To make corrections to this page, contact the Department Paymaster

What have the Detachment members participated in this quarter? (Check all that apply)

	Y/N		Y/N
Color or Honor Guard	Yes	Selling Department Calendars	Yes
Toys for Tots	Yes	Selling Veteran & Youth Raffle Tickets	Yes
Fundraising	Yes	Veteran Home Visits	No
Social or Family Event	No	VA Hospital Visits	Yes
Parade(s)	No	Birthday Ball	Yes

Add additional events and comments on an additional sheet.

Commandant's Council:

The Commandant's Council is held at every Quarterly Meeting and Convention. All Detachment Commandants, or their representative(s), are asked to attend. All members in good standing are welcome.

Submit the Detachment Quarterly Report:

Submit this quarterly report to the Department Adjutant (pamcl.adjutant@outlook.com) via email by the due date listed at the top of this form. The report will be posted to the Department website.

If there is information you want to share that should **NOT** be posted, contact the Sr. Vice Commandant directly (pamcl.srvice@outlook.com) or the appropriate District Vice Commandant.

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