



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

30 July 2024

To: Detachment Commandants

From: Victoria McCoy, Senior Vice Commandant

Subject: Detachment Quarterly Reports

Good Day Marines,

By now, you should have received an email from your District Vice Commandant. This email is sharing the new form "Detachment Quarterly Report". This report is due each quarter, prior to the Department Quarterly meetings.

This Detachment Report will take the place of having to address the membership during Commandant's Council, as we focus more on training and open discussions.

There have been questions as to when these reports are due to the Adjutant, here is some clarification:

Fall Quarterly – 1st of October
Winter Quarterly – 1st of January
Spring Quarterly – 1st of March
Summer/Convention - 1st of June

I will review each one that is submitted and posted to the Department website and help answer questions, offer guidance, and as always, praise the outstanding work that is done by your Detachment.

Contact me directly with any questions you may have regarding this report.

Semper Fi,

Victoria McCoy
Senior Vice Commandant
MCL Dept of PA
717-675-9917



Detachment Quarterly Report

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

Detachment Name: Upper Daby Number: 884

1. Did you submit your VVS Report? No
2. Have you recruited any new members this quarter? If yes, how many? No

Compliance:

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

| | Y/N | | Y/N |
|-----------------------------------|-----|--------------------------------|-----|
| 990 filing correct and up to date | Yes | ROI up to date? | Yes |
| Detachment Dues correct? | Yes | PA DOS Form 5110 filed? | No |
| PLM Audit submitted? | Yes | Meeting date and time correct? | Yes |

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

| | Y/N | | Y/N |
|---------------------|-----|----------------------------|-----|
| Color/Honor Guard | Yes | Parades | Yes |
| Toys For Tots | No | Selling V&Y Raffle Tickets | Yes |
| Fundraising | Yes | Veteran Home Visits | Yes |
| Social/Family Event | Yes | Birthday Ball | Yes |

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 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