



2019 Edition

Marine Corps League of Pennsylvania, Inc.

Department

ADMINISTRATIVE PROCEDURES

ENCLOSURES

Approved 22 June 2019
Amended 24 June 2022
Amended 20 January 2023
Amended 21 June 2024
Amended 28 June 2025

THIS PAGE INTENTIONALLY LEFT BLANK

ADMINISTRATIVE PROCEDURES

ENCLOSURES

TABLE OF CONTENTS

ENCLOSURE ONE (1) — HANDICAP LOGO	EN-1
ENCLOSURE TWO (2) — AMERICANISM PROGRAM (Amd Jun 24)	EN-1
ENCLOSURE THREE — UNIFORM CODE	EN-2
ENCLOSURE FOUR — MARINE CORPS LEAGUE AWARDS (Amd Jan 23)	EN-2
NATIONAL AWARDS	EN-2
DEPARTMENT AWARDS	EN-2
AWARD CATAGORIES	EN-2
VOLUNTARY SERVICE	EN-3
MARY J. CODY	EN-3
DETACHMENT MEMBERSHIP AWARDS	EN-3
RECRUITERS OF THE YEAR	EN-3
NEWSLETTER	EN-4
WEBSITE	EN-4
FACEBOOK	EN-5
TOYS FOR TOTS	EN-5
SPECIAL AWARDS	EN-5
VICTOR T. FISHER AWARD	EN-5
COMMANDANT'S ELECTED OFFICER AWARD	EN-6
COMMANDANT'S APPOINTED OFFICER AWARD	EN-6
TENURE	EN-6
ROTC	EN-6
JUNIOR ROTC	EN-7
ENCLOSURE FIVE — REPORT OF OFFICER INSTALLATION	EN-7
ENCLOSURE SIX — MEMBERSHIP DUES TRANSMITTAL AND CHANGE FORM	EN-7
ENCLOSURE SEVEN — REQUEST FOR TRANSFER	EN-8
ENCLOSURE EIGHT — NOTICE OF DEATH	EN-8
ENCLOSURE NINE — DEPARTMENT MARINE OF THE YEAR GUIDELINES (Amd Jan 23)	EN-8
ENCLOSURE TEN — DEPARTMENT ASSOCIATE MEMBER OF THE YEAR GUIDELINES (Amd Jun 25)	EN-10

THIS PAGE INTENTIONALLY LEFT BLANK

ADMINISTRATIVE PROCEDURES ENCLOSURES
MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

ENCLOSURE ONE (1)
INTERNATIONAL HANDICAP SYMBOL
SEE NATIONAL ENCLOSURE (1)

ENCLOSURE TWO (2)
AMERICANISM PROGRAM (Amended Jun 2024)

This program is based on Detachment strength and uses Award Categories defined in Enclosure Four (4) below. First, second, and third place winners in each category will receive a plaque. All others will receive an Americanism Certificate.

The Americanism Report will be submitted as a bound book (scrap book, album, etc.). The report will be based on events from **Convention to Convention**. Arrange the report into **sections** as outlined on page two of the Criteria and Format document for the Americanism Award. Each section will have a cover sheet detailing the contents of that section. Use only the section(s) with Detachment participation. Not all reports will have every section completed. This uniformity will assist the committee with giving credit for all activities reported.

All Americanism Reports must be hand-delivered to the Americanism Committee by 1300 on Friday of the Convention (subject to change – announcement will be made on the floor). All Americanism Reports will be returned to the Convention floor following the judging, for members to review. The Detachment representative will retrieve the Detachment's report before leaving the Convention.

Note: Newly formed Detachments will compete in Category I, regardless of strength. Notate on the Cover Page if this is a new Detachment.

All Americanism Reports MUST be organized in sections.

Activities and photos in the report will be limited to the events during **the judged year only**. Use appropriate captions (names, occasion, etc.) to relate the photo with the section activities.

ADMINISTRATIVE PROCEDURES ENCLOSURES
MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

Please refer to Enclosure Two (2) of the National Administrative Procedures for additional information regarding the National Americanism Award and Criteria.

ENCLOSURE THREE (3)

UNIFORM CODE

SEE NATIONAL ENCLOSURE (3)

ENCLOSURE FOUR (4)

MARINE CORPS LEAGUE AWARDS

NATIONAL AWARDS

See National Enclosure (4)

DEPARTMENT AWARDS

AWARD CATEGORIES

Awards that are made based on Detachment membership strength shall be based on the following categories:

Category 1 – “Platoon” Size	–	15 to 50 members
Category 2 – “Company” Size	–	51 to 100 members
Category 3 – “Battalion” Size	–	101 members and larger

Detachments with fewer than 15 members do not qualify for awards based on membership strength.

Detachment Category for awards will be based on the previous year official convention roster and determined by the Awards Committee and the Paymaster.

ADMINISTRATIVE PROCEDURES ENCLOSURES
MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

Newly formed Detachments will compete under category one (1).

ADMINISTRATIVE PROCEDURES ENCLOSURES
MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

VOLUNTARY SERVICE AWARDS

Quantity and Quality of a Detachment's Voluntary Service program will be based on written reports submitted to the Voluntary Service Committee Chair. Semi-annual reports must be submitted to the Chair to receive monetary reimbursement from the Department in accordance with the approved budget. Annual reports are to be submitted by 1 June of each year. Plaques will be awarded for first, second and third place in each category and certificates will be awarded to all detachments who participate in the program.

MARY J. CODY AWARD

The Mary J. Cody Voluntary Service Award will be presented to a deserving individual at the Department Convention. The award is named in memory of Mary J. Cody who gave exceptional service to her fellow veterans. The award recipient will be selected and presented by the Voluntary Service Committee Chair based on letters of recommendations and personal contact. Nominations must be submitted to the Department Awards Committee Chair by 1 June.

DETACHMENT MEMBERSHIP AWARDS

Membership Awards are based on membership percentage increase during the period between conventions (30 days prior to the previous convention and 30 days prior to upcoming convention). The official Convention Roster and membership transmittals are the only reports required. The Department Paymaster and the Awards Chair coordinate this award. The membership category for the subsequent year will be determined based on the membership used for the upcoming convention. Plaques will be awarded to first, second and third place in each category. Certificates will be awarded to all other detachments over 125% increase in membership. Streamers will be awarded to all Detachments with 100% or more of prior year membership strength.

RECRUITERS OF THE YEAR AWARDS

The first-place award will be presented to the member who recruits the largest number of new and/or reinstated members during the period 1 June through 31 May of the following year. Written nominations must be submitted by the Detachment listing the

ADMINISTRATIVE PROCEDURES ENCLOSURES MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

new and/or reinstated members recruited, with sponsor's name. The nomination will be certified by the Detachment's Commandant and Paymaster and are subject to verification by the Department Paymaster.

The Department Recruiter (Silver) medal and ribbon and a plaque will be awarded to the top recruiter at the convention. Plaques will also be awarded to the second and third top recruiters. Certificates will be awarded to those members recruiting five or more new/reinstated members. Nominations must be submitted to the Department Awards Committee Chair by 1 June.

NEWSLETTER AWARD (Amended Jan 2023)

Plaque Awards will be presented for the best Newsletter, with second and third place runners-up. Certificates will be issued to those Detachments who send out a minimum of four different Newsletters during the period between the annual Department conventions. Copies are to be sent to the Department Commandant, Senior Vice Commandant, and Newsletter Editor. Newsletters published but not distributed to the listed officers do not qualify for awards. Criteria for the awards will be based on the criteria used for the National Newsletter award and adjusted for the Department of Pennsylvania.

Presentation of the awards for all three places for the Newsletter Awards will be made provided a minimum of six (6) different Detachment Newsletters are available for judging. The number of awards presented if less than six Newsletters are judged will be determined by the Awards Committee.

WEBSITE AWARD (Amended Jan 2023)

Plaque Awards will be presented for the best Website, with second and third place runners-up. Certificates will be issued to those Detachments who have a website link on the Department Website and update the sites appropriately during the period between the annual Department conventions. Email notifications must be sent by the Detachment Webmaster to the Department Commandant, Department Senior Vice Commandant and Web Team Chair when the site has been updated. Websites that have not been identifiably updated or that have been relocated and links not updated on the Department Website do not qualify for awards. Criteria for awards will be based on criteria developed by the Awards Committee for Websites.

ADMINISTRATIVE PROCEDURES ENCLOSURES
MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

Presentation of the awards for all three places for the Website Awards will be made provided a minimum of six (6) Detachment websites are available for judging. The number of awards presented if less than six websites are judged will be determined by the Awards Committee.

FACEBOOK AWARD (Amended Jan 2023)

Plaque Awards will be presented for the best Facebook page, with second and third place runners-up. Certificates will be issued to those Detachments who have a Facebook page link on the Department Website and update the page appropriately during the period between the annual Department conventions. Criteria for awards will be based on criteria developed by the Awards Committee.

Presentation of the awards for all three places for the Facebook page awards will be made provided a minimum of six (6) different Detachment Facebook pages are available for judging. The number of awards presented if less than six pages are judged will be determined by the Awards Committee.

TOYS FOR TOTS AWARD (Amended Jan 2023)

Totals from the after-action reports submitted by the LCO to the Toys for Tots Foundation will be tabulated on a per capita formula based on the detachment's membership level from the previous convention. All after-action reports must be received by the Awards Committee Chair by 1 March following the annual campaign. Plaque Awards will be presented to first, second and third place in each category.

Detachments working with a Reserve Unit or other LCO are eligible for this award. These Detachments must submit a Department After Action Report by 1 March in lieu of a copy of the Toys-for-Tots Foundation report.

Presentation of the awards for all three places in each category in the Toys for Tots competition will be made provided a minimum of six (6) Detachments submit after-action reports. The number of awards presented if less than six reports are submitted will be determined by the Awards Committee.

SPECIAL AWARDS (Amended Jan 2023)

ADMINISTRATIVE PROCEDURES ENCLOSURES MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

Victor T. Fisher Award (Board of Trustees Commendation) – To be presented to a member of the Board of Trustees who best exemplifies the principles of the United States Marine Corps, Marine Corps League and Marine Fisher. This selection is made by the Department Commandant.

Commandant's Elected Officer Award – This award is to be presented to a member of the Board of Trustees who has contributed most effectively to the goals and programs of the Department of Pennsylvania during the immediate past year. The recipient shall be selected by the Department Commandant.

Commandant's Appointed Officer Award – This award is to be presented to the Department Appointed Staff Officer who has contributed most effectively to the goals and programs of the Department of Pennsylvania during the immediate past year. The recipient shall be selected by the Department Commandant.

TENURE AWARD PROGRAM (Amended Jan 2023)

The Tenure award program is to recognize years of membership in the Marine Corps League of each member of the Department. Department Tenure Awards will be presented annually at the Department Convention. Members eligible for this award must be nominated by their Detachments using the Department Tenure Award Nomination Form. The form must be certified by the Detachment Commandant and Paymaster and submitted no later than three (3) years of meeting the requirements for the award sought. Nominations of members outside the three-year cutoff will receive certificates. Awards are made at 25, 50 and 75 years of continuous membership.

A 8"x10" plaque will be awarded to those members who have completed 25 years of service in the League.

A 9"x12" plaque will be awarded to those members who have completed 50 years of service in the League.

A 10"x13" plaque will be awarded to those members who have completed 75 years of service in the League.

Tenure certificates may be obtained through the Department Quartermaster. Detachments may issue certificates to their members signed by the Detachment Senior Vice Commandant at any time without nomination to the Department.

ADMINISTRATIVE PROCEDURES ENCLOSURES
MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

ROTC AWARD (Amended Jan 2023)

The Department of Pennsylvania ROTC Award shall be presented to a graduate of the NROTC program at each of the four (4) Pennsylvania Universities offering an NROTC program; Villanova, University of Pennsylvania, Penn State and Carnegie Mellon. Preference for this award is given to a Marine graduate. This award shall consist of an encased K-Bar and be presented to a cadet chosen by the staff of the University. The Award should be presented by a Department of Pennsylvania Officer if practicable and as determined by the Awards Committee.

JUNIOR ROTC AWARD (Amended Jan 2023)

The Department of Pennsylvania JROTC Award (Marine Corps League's Distinguished Citizen [Bronze] Large Medal and Ribbon, accompanied with the appropriate certificate) shall be presented to two (2) outstanding cadets from each of the Junior Reserve Officer Training Corps programs, in the Commonwealth of Pennsylvania. The nominees (male or female) are to be chosen by the Senior Instructor at each program. These awards should be presented at their regular awards ceremony by a Department of Pennsylvania Officer if practicable and as determined by the Awards Committee.

ENCLOSURE FIVE (5)

REPORT OF OFFICER INSTALLATION

SEE NATIONAL ENCLOSURE (5)

ENCLOSURE SIX (6)

MEMBERSHIP DUES TRANSMITTAL AND CHANGE FORM

SEE NATIONAL ENCLOSURE (6)

ADMINISTRATIVE PROCEDURES ENCLOSURES
MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

**ADMINISTRATIVE PROCEDURES ENCLOSURES
MARINE CORPS LEAGUE**

DEPARTMENT OF PENNSYLVANIA

ENCLOSURE SEVEN (7)

REQUEST FOR TRANSFER FORM

SEE NATIONAL ENCLOSURE (7)

ENCLOSURE EIGHT (8)

NOTICE OF DEATH FORM

SEE NATIONAL ENCLOSURE (8)

ENCLOSURE NINE (9)

DEPARTMENT MARINE OF THE YEAR GUIDELINES

(Amended Jan 2023)

1. The name and qualifications of the candidate (nominee) for Department Marine of the Year must be typewritten, approved and signed by both the candidate's Detachment Commandant and Adjutant to verify that all information is correct. In those cases where the Detachment Commandant or Adjutant is the candidate, the Senior Vice Commandant's signature shall sign in place of the candidate.
2. Only one (1) candidate for Department Marine of the Year (MOY) can be submitted from a Detachment in any given year. A motion to submit a candidate for the Department Marine of the Year must have been made from the floor, brought to a vote and approved by the membership of the Detachment at a regular meeting and recorded in the minutes of said meeting. Such fact shall be stated in the nomination letter.
 - a. The candidate's letter of nomination shall be placed in an envelope, sealed and identified on the outside of the envelope with the words "CANDIDATE – MOY". This envelope shall then be placed in a second envelope and mailed to the Department Commandant no later than fifteen (15) days prior to the start of the Department Convention. The Commandant will deliver the envelopes to the Secretary of the Marine of the Year Society no later than the close of business on Thursday of the Convention week. The envelope can also be hand carried to the Convention complying with the double envelope procedure above and delivered to the Secretary of the Marine of the Year Society no later than the close of

ADMINISTRATIVE PROCEDURES ENCLOSURES MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

business on the Thursday of the Convention. The Secretary shall provide a receipt for each envelope received.

- b. The candidate's letter of nomination may be sent by electronic means to the Secretary of the Marine of the Year Society at a designated email address no later than fifteen (15) days prior to the start of the Department Convention.
3. The name of the MOY recipient will be announced during Convention banquet and the Department Marine of the Year award will be made. The names of the other nominees will not be announced nor published.
4. Any Regular member of the Marine Corps League, Department of Pennsylvania, who is in good standing within the League (National, Department and Detachment) is eligible to be a candidate for the Department Marine of the Year and should have the following qualification:
 - a. Performed activities within the U. S. Marine Corps or the Marine Corps League which demonstrates devotion to the principles and purposes of the U. S. Marine Corps and the Marine Corps League; and/or
 - b. Achievements and activities in the U. S. Marine Corps, the Marine Corps League and other veterans' organizations and/or
 - c. Achievements and activities within civic, social or religious organizations within the community which would enhance the posture of the U. S. Marine Corps or the Marine Corps League and/or
 - d. Held an elected or appointed office at the Detachment, Department or National level.
5. The Marine of the Year Society consists of all past recipients of the Department Marine of the Year award. At the annual Department Convention, the members of the Society who are present will hold a meeting to select the new Marine of the Year. The Junior Past Recipient of the Department Marine of the Year has the privilege of presenting the award to the new Department Marine of the Year. If he or she prefers, the Society can choose any other past Department Marine of the Year recipient to make the presentation. At this annual meeting, the members of the Society who are present will elect a President, Vice President and a Secretary/Treasurer to hold the office for the year following the close of the Convention.
6. The Department Commandant will not be a member ex-officio of the Marine of the Year Society unless a recipient of the award.
7. The Marine of the Year Society Secretary will return all nominations to the submitting Detachment Commandant.

ADMINISTRATIVE PROCEDURES ENCLOSURES
MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

ENCLOSURE TEN (10)

DEPARTMENT ASSOCIATE MEMBER OF THE YEAR

GUIDELINES (Amended Jun 2022)

1. The name and qualifications of the candidate (nominee) for Department Associate Member of the Year must be typewritten, approved and signed by both the candidate's Detachment Commandant and Adjutant to verify that all information is correct. In those cases where the Detachment Adjutant is the candidate, the Senior Vice Commandant's signature shall sign in place of the candidate.
2. Only one (1) candidate for Department Associate Member of the Year (AMOY) can be submitted from a Detachment in any given year. A motion to submit a candidate for the Department Associate Member of the Year must have been made from the floor, brought to a vote and approved by the membership of the Detachment at a regular meeting and recorded in the minutes of said meeting. Such fact shall be stated in the nomination letter.
 - a. The candidate's letter of nomination shall be placed in an envelope, sealed and identified on the outside of the envelope with the words "CANDIDATE – AMOY". This envelope shall then be placed in a second envelope and mailed to the Department Commandant no later than fifteen (15) days prior to the start of the Department Convention. The Commandant will deliver the envelopes to the Secretary of the Marine of the Year Society no later than the close of business on Thursday of the Convention week. The envelope can also be hand carried to the Convention complying with the double envelope procedure above and delivered to the Secretary of the Marine of the Year Society no later than the close of business on the Thursday of the Convention. The Secretary shall provide a receipt for each envelope received.
 - b. The candidate's letter of nomination may be sent by electronic means to the Secretary of the Marine of the Year Society at a designated email address no later than fifteen (15) days prior to the start of the Department Convention.
3. The name of the AMOY recipient will be announced during Convention banquet and the Department Associate Member of the Year award will be made. The names of the other nominees will not be announced nor published.
4. Any Associate Member of the Marine Corps League, Department of Pennsylvania, who is in good standing within the League (National, Department and Detachment) is

ADMINISTRATIVE PROCEDURES ENCLOSURES MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

eligible to be a candidate for the Department Associate Member of the Year and should have the following qualification:

- a. Performed activities within the Marine Corps League which demonstrates devotion to the principles and purposes of the U. S. Marine Corps and the Marine Corps League; and/or
 - b. Achievements and activities in the Marine Corps League and other veterans' organizations and/or
 - c. Achievements and activities within civic, social or religious organizations within the community which would enhance the posture of the U. S. Marine Corps or the Marine Corps League and/or
 - d. Held an appointed office at the Detachment, Department or National level.
5. At the annual Department Convention, prior recipients of the award who are present will hold a meeting to select the new Associate Member of the Year. In the event that there are not three AMOY members present who are not members of the Detachment nominees then the Department MOY Society will provide supplementary members to select a recipient AMOY. The Junior Past Recipient of the Department Associate Member of the Year has the privilege of presenting the award to the new Department Associate Member of the Year. If he or she prefers, the Society can choose any other past Department Associate Member of the Year recipient to make the presentation.
6. The Marine of the Year Society Secretary will return all nominations to the submitting Detachment Commandant.

ADMINISTRATIVE PROCEDURES ENCLOSURES
MARINE CORPS LEAGUE

DEPARTMENT OF PENNSYLVANIA

CERTIFICATION

This is to certify that these Bylaws and Administrative Procedures were approved and adopted by the Department of Pennsylvania, Marine Corps League, at the 2025 Department Convention held in Camp Hill, Pennsylvania on the 28th day of June 2025.

G. Victoria McCoy

G. Victoria McCoy
Commandant
Department of Pennsylvania

Peggy Hodgden
Adjutant
Department of Pennsylvania

Joel Sofranko
Judge Advocate
Department of Pennsylvania

I have reviewed the Department of Pennsylvania Bylaws and Administrative Procedures in regard to the inclusive amendments as voted on and approved by a majority vote of the Department membership at the 2025 Department Convention and hereby find that they are in concurrence with the National Bylaws and National Administrative Procedures. Therefor I render approval of these documents.

Bruce Rakfeldt
National Judge Advocate
Marine Corps League