



## 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 15-146<br>PA Non-Profit Annual Report       | One (1) copy of<br>Accepted filing      | Paymaster Jacob Bertin<br><a href="mailto:paymaster.mclpa@gmail.com">paymaster.mclpa@gmail.com</a>                                                                                           | On or before April 30<br><a href="#">Instructions with links</a>                                                                                                                                                       |
| IRS 990 Confirmation                             | One (1) copy of<br>Accepted filing      | Paymaster Jacob Bertin<br><a href="mailto:paymaster.mclpa@gmail.com">paymaster.mclpa@gmail.com</a>                                                                                           | Accepted page (not the Pending page).<br>Paymaster forwards to National Headquarters.                                                                                                                                  |
| Notice of Death (NOD)                            | One (1) copy<br>to each                 | Chaplain Jim Schreiber<br><a href="mailto:willys1948@hotmail.com">willys1948@hotmail.com</a><br>Paymaster: email<br><a href="mailto:paymaster.mclpa@gmail.com">paymaster.mclpa@gmail.com</a> | Chaplain forwards to National Chaplain<br><br>Paymaster forwards to National Membership                                                                                                                                |
| PLM Audit                                        | one (1)<br>Signed copy                  | Paymaster Jacob Bertin<br><a href="mailto:paymaster.mclpa@gmail.com">paymaster.mclpa@gmail.com</a>                                                                                           | Due by 31 December (to National) to Dept by 15 Dec (preferred)<br>Paymaster sends to National Headquarters.<br>See: National Administrative Procedures Section 7055                                                    |
| Report of Installation (ROI)<br>and Supplemental | one (1)<br>Signed Original              | Attention: Adjutant<br><b>by mail</b> (see above)                                                                                                                                            | ROI information is posted to the website for the Detachment.<br>Submit a supplemental to report any changes.                                                                                                           |
| Transmittal                                      | Original and<br>one (1) copy<br>by mail | Paymaster Jacob Bertin<br><a href="mailto:paymaster.mclpa@gmail.com">paymaster.mclpa@gmail.com</a>                                                                                           | In <b>DEPARTMENT</b> section of Transmittal, put:<br>Paymaster name: Jacob Bertin<br>Phone: 717.489.2214 Email: <a href="mailto:paymaster.mclpa@gmail.com">paymaster.mclpa@gmail.com</a>                               |
| <b>Reports</b>                                   |                                         |                                                                                                                                                                                              |                                                                                                                                                                                                                        |
| Eagle Scout Report                               | One (1) copy                            | Greg Schlegel, Chairman<br>Scouting Committee<br><a href="mailto:gregmarine102383@gmail.com">gregmarine102383@gmail.com</a>                                                                  | Each Quarter using this report <a href="#">Scout Report (pamcleague.com)</a><br>Regular mail address on form, if needed.                                                                                               |
| Toys for Tots<br>After Action Report             | One (1) copy                            | Dean VanZanardi, Chairman<br>Toys for Tots Committee<br><a href="mailto:richardzanardi@comcast.net">richardzanardi@comcast.net</a>                                                           | For more information:<br><a href="https://pamcleague.com/toys-for-tots-2">https://pamcleague.com/toys-for-tots-2</a>                                                                                                   |
| VVS Report                                       | One (1) copy                            | Jacob Bertin, Chairman, VVS<br><a href="mailto:aaronber50@outlook.com">aaronber50@outlook.com</a>                                                                                            | Forms: <a href="https://pamcleague.com/volunteer-services">https://pamcleague.com/volunteer-services</a><br>Make sure to send the correct Quarter Form<br>Mail: Jacob Bertin, 25 Cherokee Lane, Williamsport, PA 17701 |



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|--------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>More Information</b>                                                  |                  |                                                                                                                                                  |                                                                                                                                                                                                                                           |
| Postings for Department Facebook page                                    |                  | Public Affairs Officer:<br>Jeff Line <a href="mailto:scorpionbb3@aol.com">scorpionbb3@aol.com</a>                                                | <a href="https://www.facebook.com/MCLDEPTPA">https://www.facebook.com/MCLDEPTPA</a>                                                                                                                                                       |
| Updates or Corrections to Department Website                             |                  | Commandant Victoria McCoy<br><a href="mailto:mclpa.department@gmail.com">mclpa.department@gmail.com</a>                                          | Changes to Detachment officers, meeting information, etc., must be submitted on a supplemental ROI to the Adjutant.                                                                                                                       |
| ROTC & JROTC                                                             |                  | Matthew Corwin<br><a href="mailto:mccorwinmcl@comcast.net">mccorwinmcl@comcast.net</a>                                                           | Detachments are encouraged to send photos of presentation events to the webmaster.                                                                                                                                                        |
| Scholarships                                                             |                  | Contact: Gene Irvin<br><a href="mailto:dpaschol20@gmail.com">dpaschol20@gmail.com</a>                                                            | Questions, criteria, and forms:<br><a href="https://pamcleague.com/scholarships">https://pamcleague.com/scholarships</a>                                                                                                                  |
| Young Marines<br>Link to <a href="#">Find a Local Young Marines Unit</a> |                  |                                                                                                                                                  | Eastern PA Contact:<br>Linda Chamberlain 215-355-2909; <a href="mailto:ssgtnwife@verizon.net">ssgtnwife@verizon.net</a><br>Western PA Contact:<br>Don Bailey 724-745-1996; <a href="mailto:dbailey2@verizon.net">dbailey2@verizon.net</a> |
| <b>Awards</b>                                                            |                  |                                                                                                                                                  |                                                                                                                                                                                                                                           |
| Americanism                                                              |                  | Contact: Sue Irvin<br><a href="mailto:sueirvin@comcast.net">sueirvin@comcast.net</a>                                                             | Due at Convention. See Enclosure 2: <a href="#">PA Enclosures (pamcleague.com)</a>                                                                                                                                                        |
| Individual or Unit Nomination Form                                       | Signed Original  | <b>Your</b> District Vice Commandant                                                                                                             | Form: <a href="#">Awards-Form (pamcleague.com)</a>                                                                                                                                                                                        |
| Marine of the Year and Associate of the Year Nominations                 | One (1) copy     | Mail: Attention Commandant<br>Email: <a href="mailto:MOYSociety.PA@gmail.com">MOYSociety.PA@gmail.com</a><br>Hand Deliver: Secretary MOY Society | Rules for submission in Department Administrative Procedures, Enclosures Nine (9) and Ten (10) at <a href="#">PA Enclosures (pamcleague.com)</a><br>Due: No later than the close of business Thursday of Convention                       |
| Media - Newsletter, Website, Facebook                                    |                  |                                                                                                                                                  | See Enclosure 4 at <a href="#">PA Enclosures (pamcleague.com)</a>                                                                                                                                                                         |
| Recruiting Nomination Form                                               | Signed Original  | Sr. Vice Commandant<br><a href="mailto:pamcl.srvic@outlook.com">pamcl.srvic@outlook.com</a>                                                      | Form: <a href="#">Recruiting-Awards (pamcleague.com)</a>                                                                                                                                                                                  |
| Tenure Program                                                           |                  |                                                                                                                                                  | Form: <a href="#">Tenure-Program (pamcleague.com)</a>                                                                                                                                                                                     |