



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



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DOCUMENT	NUMBER OF COPIES	WHERE TO SEND	MORE INFORMATION
<b>More Information</b>			
Postings for Department Facebook page		Public Affairs Officer: 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 <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 <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 <a href="mailto:dpaschol20@gmail.com">dpaschol20@gmail.com</a>	Questions, criteria, and forms: <a href="https://pamcleague.com/scholarships">https://pamcleague.com/scholarships</a>
Young Marines Link to <a href="#">Find a Local Young Marines Unit</a>			Eastern PA Contact: Linda Chamberlain 215-355-2909; <a href="mailto:ssgtnwife@verizon.net">ssgtnwife@verizon.net</a> Western PA Contact: Don Bailey 724-745-1996; <a href="mailto:dbailey2@verizon.net">dbailey2@verizon.net</a>
<b>Awards</b>			
Americanism		Contact: Sue Irvin <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 Email: <a href="mailto:MOYSociety.PA@gmail.com">MOYSociety.PA@gmail.com</a> 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> 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 <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>