



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 paymaster.mclpa@gmail.com	On or before April 30 Instructions with links
IRS 990 Confirmation	One (1) copy of Accepted filing	Paymaster Jacob Bertin paymaster.mclpa@gmail.com	Accepted page (not the Pending page). Paymaster forwards to National Headquarters.
Notice of Death (NOD)	One (1) copy to each	Chaplain Jim Schreiber willys1948@hotmail.com Paymaster: email paymaster.mclpa@gmail.com	Chaplain forwards to National Chaplain Paymaster forwards to National Membership
PLM Audit	one (1) Signed copy	Paymaster Jacob Bertin paymaster.mclpa@gmail.com	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 by mail (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 paymaster.mclpa@gmail.com	In DEPARTMENT section of Transmittal, put: Paymaster name: Jacob Bertin Phone: 717.489.2214 Email: paymaster.mclpa@gmail.com
Reports			
Eagle Scout Report	One (1) copy	Sr. Vice Commandant pamcl.srvce@outlook.com	Each Quarter using this report Scout Report (pamcleague.com) Regular mail address on form, if needed.
Toys for Tots After Action Report	One (1) copy	Dean VanZanardi, Chairman Toys for Tots Committee richardzanardi@comcast.net	For more information: https://pamcleague.com/toys-for-tots-2
VVS Report	One (1) copy	Jacob Bertin, Chairman, VVS aaronber50@outlook.com	Forms: https://pamcleague.com/volunteer-services Make sure to send the correct Quarter Form Mail: Jacob Bertin, 25 Cherokee Lane, Williamsport, PA 17701



COMMUNICATION INFORMATION

Marine Corps League of PA, Inc.
PO Box 6687
Harrisburg, PA 17112-0687

DOCUMENT	NUMBER OF COPIES	WHERE TO SEND	MORE INFORMATION
More Information			
Postings for Department Facebook page		Public Affairs Officer: Jeff Line scorpionbb3@aol.com	https://www.facebook.com/MCLDEPTPA
Updates or Corrections to Department Website		Commandant Victoria McCoy mclpa.department@gmail.com	Changes to Detachment officers, meeting information, etc., must be submitted on a supplemental ROI to the Adjutant.
ROTC & JROTC		Matthew Corwin mccorwinmcl@comcast.net	Detachments are encouraged to send photos of presentation events to the webmaster.
Scholarships		Contact: Gene Irvin dpaschol20@gmail.com	Questions, criteria, and forms: https://pamcleague.com/scholarships
Young Marines Link to Find a Local Young Marines Unit			Eastern PA Contact: Linda Chamberlain 215-355-2909; ssgtntwife@verizon.net Western PA Contact: Don Bailey 724-745-1996; idbailey2@verizon.net
Awards			
Americanism		Contact: Sue Irvin sueirvin@comcast.net	Due at Convention. See Enclosure 2: PA Enclosures (pamcleague.com)
Individual or Unit Nomination Form	Signed Original	Your District Vice Commandant	Form: Awards-Form (pamcleague.com)
Marine of the Year and Associate of the Year Nominations	One (1) copy	Mail: Attention Commandant Email: MOYSociety.PA@gmail.com Hand Deliver: Secretary MOY Society	Rules for submission in Department Administrative Procedures, Enclosures Nine (9) and Ten (10) at PA Enclosures (pamcleague.com) Due: No later than the close of business Thursday of Convention
Media - Newsletter, Website, Facebook		Sr. Vice Commandant pamcl.srvce@outlook.com	See Enclosure 4 at PA Enclosures (pamcleague.com)
Recruiting Nomination Form	Signed Original		Form: Recruiting-Awards (pamcleague.com)
Tenure Program			Form: Tenure-Program (pamcleague.com)