Detachment Quarterly Report

Detachment Name PENNDELPHIA **#** 306

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

1. Was the Detachment VVS Report submitted for the current quarter? Y/N
2. Number of new members recruited into the Detachment this quarter: _____
3. Was the 990 filed? Y/N Was the PLM audit filed? Y/N
   Is the ROI up to date? Y/N Was PA Non-profit annual report filed? Y/N
4. Is the Detachment Roster summary page checked each quarter to ensure all information is correct? Y/N

   Is the following information on the Detachment Roster summary page correct?

	Y/N		**Y/N**
Detachment Dues	Yes	990 Submission Date	Yes
Election Date	Yes	Paid Life Member Audit Date	Yes
Installation Date	Yes	Contact Information	Yes

To make corrections to this page, contact the Department Paymaster

What have the Detachment members participated in this quarter? (Check all that apply)

	Y/N		**Y/N**
Color or Honor Guard	No	Selling Department Calendars	Yes
Toys for Tots	Yes	Selling Veteran & Youth Raffle Tickets	No
Fundraising	No	Veteran Home Visits	
Social or Family Event	Yes	VA Hospital Visits	Yes
Parade(s)	Yes	Birthday Ball	Yes

Add additional events and comments on an additional sheet.

Commandant's Council:

The Commandant's Council is held at every Quarterly Meeting and Convention. All Detachment Commandants, or their representative(s), are asked to attend. All members in good standing are welcome.

Submit the Detachment Quarterly Report:

Submit this quarterly report to the Department Adjutant (pamcl.adjutant@outlook.com) via email by the due date listed at the top of this form. The report will be posted to the Department website.

If there is information you want to share that should **NOT** be posted, contact the Sr. Vice Commandant directly (pamcl.srvice@outlook.com) or the appropriate District Vice Commandant.

Your department staff is here to help and are looking forward to your attendance at the next meeting as your circumstances permit.

Revised 05/05/2025