



# Marine Corps League

## Report of Officer Installation – DETACHMENT

Detachment \_\_\_\_\_

(Name)

(Number)

(Profile ID)

(Department)

Federal EIN \_\_\_\_\_

Incorporation ID No. \_\_\_\_\_

Date of Incorporation \_\_\_\_\_

(Date of Election)

(Place of Installation)

(Installation Date)

(Installing Officer's Name and Title)

(Installing Officer Signature)

**Note: The Officer must be installed to be listed on this form / TYPE ALL CAPS**

OFFICE Elected / Appointed		MBR#	PROFILE ID	INCUMBENT NAME	EMAIL	PHONE
Commandant						H
						C
Senior Vice Commandant						H
						C
Junior Vice Commandant						H
						C
Judge Advocate						H
						C
Junior Past Commandant						H
						C
Adjutant						H
						C
Paymaster						H
						C
Chaplain						H
						C
Sgt-At-Arms						H
						C
						H
						C
						H
						C

Date, Time & Place of Detachment Meetings

Detachment Renewal Dues (This amount is the total of (Detachment, Department & National dues) .....)

Department Renewal Dues (This the amount of (Department Due Only) .....)

(Submitted By)

(Title)

(Signature)

(Date)

### Instructions:

NO SIGNATURES REQUIRED IF EMAILED BY ADJUTANT or PAYMASTER

- 1) Detachment Adjutant/Paymaster sends a copy to the Department Adjutant/Paymaster, retaining a copy for detachment records.
  - 2) Department Adjutant/Paymaster sends a copy to the Membership Supervisor and Division NVC, retaining a copy for department records.
- Membership Supervisor is JD Foster. Email: [jfoster@mcleague.org](mailto:jfoster@mcleague.org)