

Department of Texas Marine Corps League

Monthly Activity Report Instructions

PREFERRED

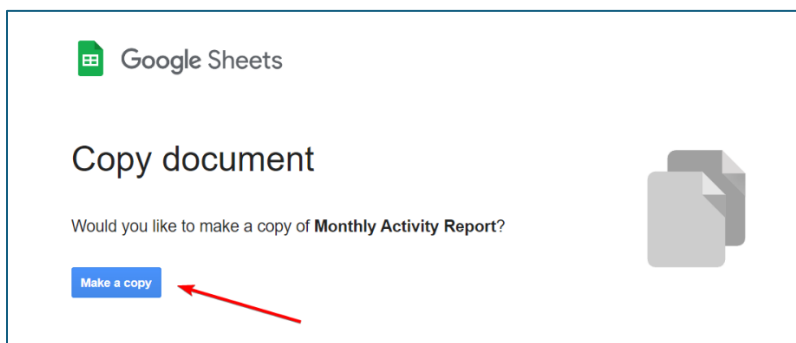
Google Sheets

OBTAIN A BLANK COPY ONLINE:

<https://docs.google.com/spreadsheets/d/1jcjeVTxe9oFZWefxS5Y8a-iz1A1ZfZ0f-j0Rmi345PY/copy?usp=sharing>

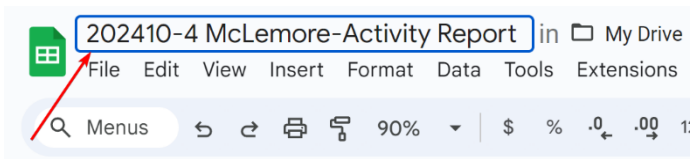
After visiting the link above, you will be greeted with the following message

Click the blue “Make a copy” button



RENAME YOUR COPY:

Click into the name field at the top



Use the following format: *YYYYMM-DET NUM NAME-Activity Report*

Example: 202410-4 McLemore-Activity Report

FILL OUT YOUR REPORT

Copy of Monthly Activity Report

File Edit View Insert Format Data Tools Extensions Help

90% 123 Default... 10 + B I A

K3 fx

	I	J	K	L	M	N	O	P	Q	R	
1	DETACHMENT					TOTAL SCORE	TOTAL DONATIONS	TOTAL EAGLE SCOUTS	TOTAL HOURS	FOR DEPARTMENT USE ONLY	
2						0	\$0.00	0	0		
3											
4	REPORTING PERIOD:		SUBMITTED BY:								
5	Year		PHONE:								
6	Month		DATE:			*Required, **Activities & Eagle Scouts ONLY, ***Donations					
7											
8	Score	*Date	*Category	Sub Category	**Activity Level	**Number of Members	***Donation Amount	Number of Eagle Scouts	Hours	*Description: Activity, Donation Recipient, Recruit Name, etc.	
9	0										
10	0										
11	0										
12	0										
13	0										
14	0										
15	0										
16	0										
17	0										
18	0										
19	0										
20	0										
21	0										
22	0										
23	0										

Activity Report Upload Data Lookup Table

Step 1: Choose your detachment from the drop down

DETACHMENT

0004 - McLemore Detachment
0315 - Alamo Detachment
0316 - Big D Detachment
0318 - Cen-Tex Detachment
0323 - Deane Hawkins Detachment
0430 - Coastal Bend Detachment

Step 2: Choose the year and Month:

For example:

Year: 2024-2025

REPORTING PERIOD:		REPORTING PERIOD:	
Year	<input type="text"/>	Year	<input type="text"/>
Month	<input type="text"/>	Month	2024-2025
			2025-2026
			2026-2027
		Score	<input type="text"/>

Month: 01_MAY

REPORTING PERIOD:		REPORTING PERIOD:	
Year	<input type="text"/>	Year	<input type="text"/>
Month	<input type="text"/>	Month	01_MAY
			02_JUN
		Score	<input type="text"/>

Step 3: Enter your Name, Phone Number, and Date (Double click for date picker)

Step 4: Double Click the empty Date Cell, and select the date of activity

Score	*Date	*Cat
0	<input type="text"/>	<input type="text"/>

October 2024

S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Today

Step 5: Select the Category

Activity: Standard Scoring

5-Detachment, 10 Department, 15 Division, 20 National

Eagle Scout-Cert Only: 5 Points

Eagle Scout-In Person: 10 Points + 1 Point per Member

Recruiting: 10 Points per member

Donation: Cam Posey: 10 points per \$100

Donation: Little Angels: 10 points per \$100

Donation: Other: 50 points per \$100

*Category	Su
<input type="text"/>	
ACTIVITY	
EAGLE SCOUT-CERT ONLY	
EAGLE SCOUT-IN PERSON	
RECRUITING	
DONATION: CAM POSEY	
DONATION: LITTLE ANGELS	
DONATION: OTHER	

Step 6: Select the Subcategory

Note 1: if you think you have something that doesn't fit an existing Subcategory, please contact the Department Senior Vice

Note 2: We added a "Required Reports" incentive – Each month, get a Department credit (10 + 1 points) for Preparing your Monthly Activity Report. Additionally, create a line item for each of your annual filings. For Example: 990: National - 21 points, Texas Public Information Report (PIR): Department – 11 points

Sub Category	**Ac
Misc Activities	
Volunteering: Asst Veteran	
Volunteering: Children	
Volunteering: Food Pantry/Distr.	
Volunteering: Misc	
Volunteering: Veteran Nonprofit	
Volunteering: Nursing Home Visit	

Step 7 (Activity Only): Select the Activity Level (see scoring in step 5)

**Activity Level	**Numb Memb
Detachment	
Department	
Division	
National	

Step 8: Enter the number of members present for the Activity, Eagle Scout Court of Honor, or the number of New Members recruited

Step 9: Enter the donation amount in whole numbers

Note: Scoring counts for \$100 or more only

Step 10: Enter the number of Eagle Scouts Awarded

Note: If there are Certificate Only, and In-Person Presentation, create on separate lines

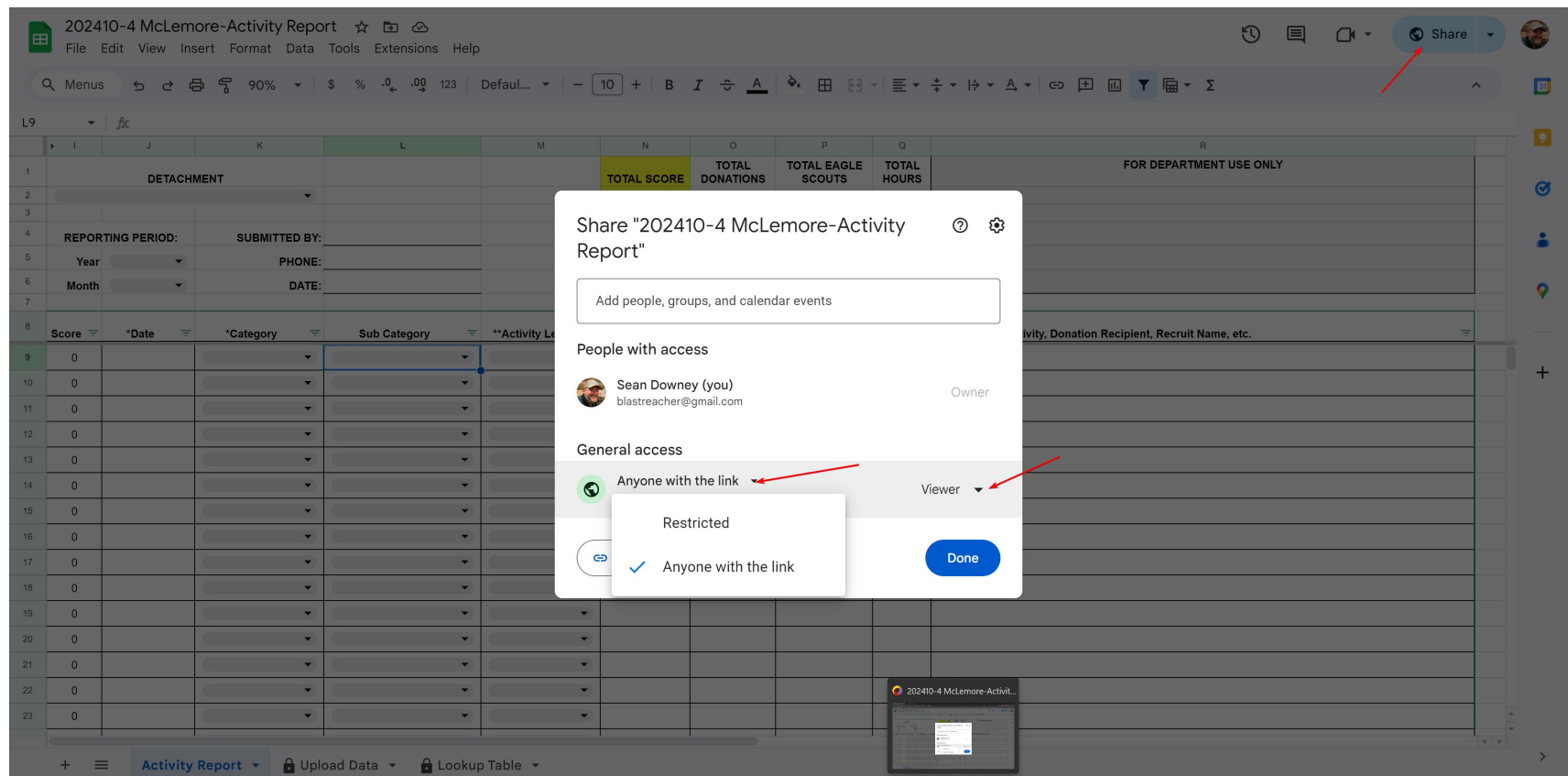
Step 11: For volunteering in the community only. Enter the hours per activity. Do not include travel to-and-from activities.

Step 12: Enter the description of the activity, donation recipient, or new member(s) name(s)

SUBMIT REPORT

Option 1: *Share* – Click the “Share” button in the very top right of

Under “General access, click the drop down and select “Anyone with the link” and keep “Viewer” in the second drop down, then press “Done”



Option 2: Download and Email – In the top menu, click *File>Download>Microsoft Excel (.xlsx)*

The screenshot shows a Google Sheets document titled "202410-4 McLemore-Activity Report". The "File" menu is open, and the "Download" option is selected. The submenu shows "Microsoft Excel (.xlsx)" as the chosen format. The spreadsheet contains a table with columns for "TOTAL SCORE", "TOTAL DONATIONS", "TOTAL EAGLE SCOUTS", and "TOTAL HOURS". The "TOTAL SCORE" column is highlighted in yellow. The "TOTAL DONATIONS" column is labeled "TOTAL DONATIONS \$0.00". The "TOTAL EAGLE SCOUTS" column is labeled "TOTAL EAGLE SCOUTS 0". The "TOTAL HOURS" column is labeled "TOTAL HOURS 0". The table also includes a section for "FOR DEPARTMENT USE ONLY" with columns for "Number of Members", "Donation Amount", "Number of Eagle Scouts", "Hours", and "Description: Activity, Donation Recipient, Recruit Name, etc.". The "Description" column is currently empty.

	L	M	N	O	P	Q	R
1			TOTAL SCORE	TOTAL DONATIONS	TOTAL EAGLE SCOUTS	TOTAL HOURS	FOR DEPARTMENT USE ONLY
2			0	\$0.00	0	0	
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20	0						
21	0						
22	0						
23	0						

Attach to email

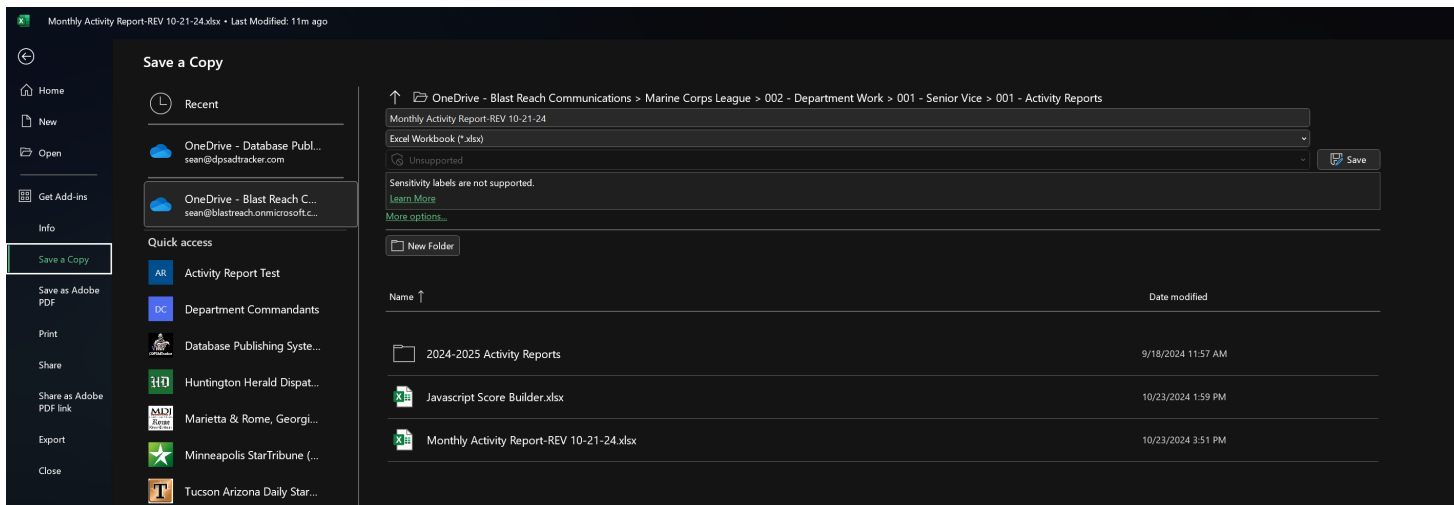
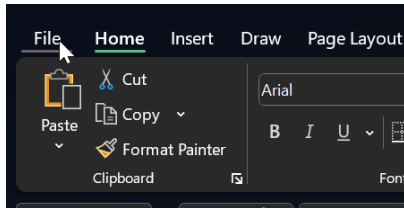
PREFERRED

Microsoft Excel

OBTAIN A BLANK COPY ONLINE

RENAME YOUR COPY:

Click *File* at the top left of the menu, then *Save a Copy* in the next screen (or for older versions of Excel, File>Save As)



Use the following format: *YYYYMM-DET NUM NAME-Activity Report*

Example: 202410-4 McLemore-Activity Report

Click **Save**

FILL OUT YOUR REPORT

Monthly Activity Report-REV 10-21-24.xlsx • Last Modified: 3m ago

File Home Insert Draw Page Layout Formulas Data Review View Automate Developer Mapline Help Acrobat Power Pivot

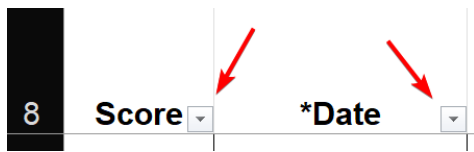
Clipboard Font Alignment Number Styles Cells Editing Sensitivity Add-ins

	I	J	K	L	M	N	O	P	Q	R
1	DETACHMENT					TOTAL SCORE	TOTAL DONATIONS	TOTAL EAGLE SCOUTS	TOTAL HOURS	FOR DEPARTMENT USE ONLY
2						0	\$0.00	0	0	
3										
4	REPORTING PERIOD:		SUBMITTED BY:							
5	Year		PHONE:							
6	Month		DATE:			*Required, **Activities & Eagle Scouts ONLY, ***Donations				
7										
8	Score	*Date	*Category	Subcategory	**Activity Level	**Number of Members	***Donation Amount	Number of Eagle Scouts	Hours	*Description: Activity, Donation Recipient, Recruit Name, etc.
9	0									
10	0									
11	0									
12	0									
13	0									
14	0									
15	0									
16	0									
17	0									
18	0									
19	0									
20	0									
21	0									
22	0									
23	0									

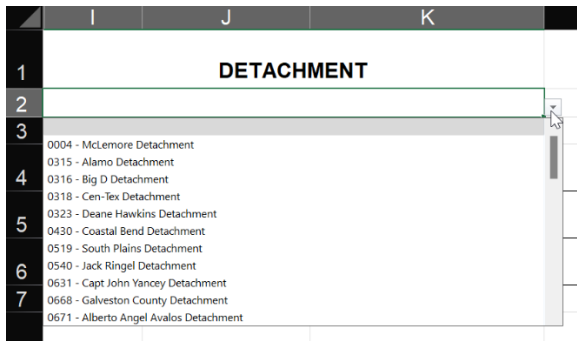
	I	J	K
1	DETACHMENT		
2			
3			
4	REPORTING PERIOD:	SUBMITTED BY:	
5	Year	PHONE:	

Note: Excel is a bit different when it comes to cells (fields) that have drop down selections in them. You must Click into a cell for the drop down indicator to appear

Column Filters: The drop down next to the column names allow you to filter by each column after you have filled in your report. These are not used for the entry of Category, Subcategory, and Activity Level



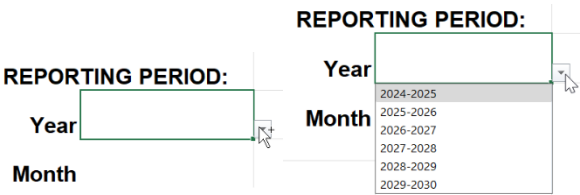
Step 1: Choose your detachment from the drop down



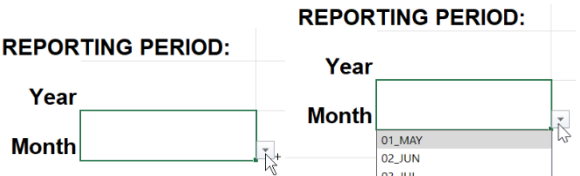
Step 2: Choose the year and Month:

For example:

Year: **2024-2025**



Month: **01_MAY**



Step 3: Enter your Name, Phone Number, and Date

Step 4: Enter the date of activity in *mm/dd/yyyy* format

Step 5: Select the Category

Activity: Standard Scoring

5-Detachment, 10 Department, 15 Division, 20 National

Eagle Scout-Cert Only: 5 Points

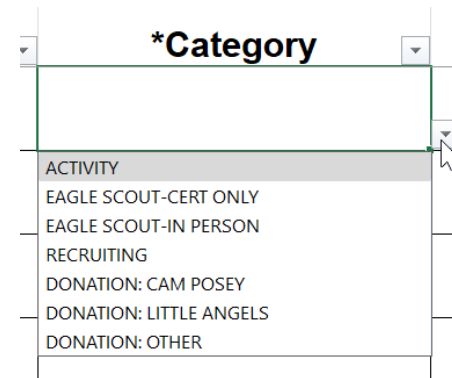
Eagle Scout-In Person: 10 Points + 1 Point per Member

Recruiting: 10 Points per member

Donation: Cam Posey: 10 points per \$100

Donation: Little Angels: 10 points per \$100

Donation: Other: 50 points per \$100



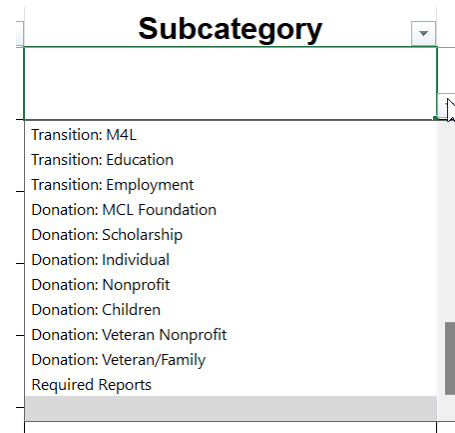
A screenshot of a dropdown menu titled "*Category". The menu is open, showing a list of options. The first option, "ACTIVITY", is highlighted in grey. Below it are "EAGLE SCOUT-CERT ONLY", "EAGLE SCOUT-IN PERSON", "RECRUITING", "DONATION: CAM POSEY", "DONATION: LITTLE ANGELS", and "DONATION: OTHER". A mouse cursor is visible over the right side of the menu.

*Category
ACTIVITY
EAGLE SCOUT-CERT ONLY
EAGLE SCOUT-IN PERSON
RECRUITING
DONATION: CAM POSEY
DONATION: LITTLE ANGELS
DONATION: OTHER

Step 6: Select the Subcategory

Note 1: if you think you have something that doesn't fit an existing Subcategory, please contact the Department Senior Vice

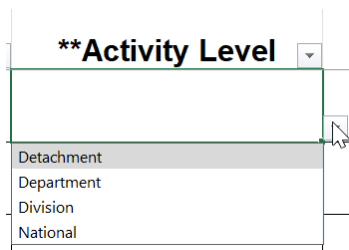
Note 2: We added a "Required Reports" incentive – Each month, get a Department credit (10 + 1 points) for Preparing your Monthly Activity Report. Additionally, create a line item for each of your annual filings. For Example: 990: National - 21 points, Texas Public Information Report (PIR): Department – 11 points



A screenshot of a dropdown menu titled "Subcategory". The menu is open, showing a list of options. The options are: "Transition: M4L", "Transition: Education", "Transition: Employment", "Donation: MCL Foundation", "Donation: Scholarship", "Donation: Individual", "Donation: Nonprofit", "Donation: Children", "Donation: Veteran Nonprofit", "Donation: Veteran/Family", and "Required Reports". The last option, "Required Reports", is highlighted in grey. A mouse cursor is visible over the right side of the menu.

Subcategory
Transition: M4L
Transition: Education
Transition: Employment
Donation: MCL Foundation
Donation: Scholarship
Donation: Individual
Donation: Nonprofit
Donation: Children
Donation: Veteran Nonprofit
Donation: Veteran/Family
Required Reports

Step 7 (Activity Only): Select the Activity Level (see scoring in step 5)



The screenshot shows a web form with a dropdown menu labeled "**Activity Level". The dropdown is open, displaying four options: "Detachment", "Department", "Division", and "National". The "Detachment" option is currently selected and highlighted with a grey background. A mouse cursor is visible over the dropdown arrow on the right side of the menu.

Step 8: Enter the number of members present for the Activity, Eagle Scout Court of Honor, or the number of New Members recruited

Step 9: Enter the donation amount in whole numbers

Note: Scoring counts for \$100 or more only

Step 10: Enter the number of Eagle Scouts Awarded

Note: If there are Certificate Only, and In-Person Presentation, create on separate lines

Step 11: For volunteering in the community only. Enter the hours per activity. Do not include travel to-and-from activities.

Step 12: Enter the description of the activity, donation recipient, or new member(s) name(s)

SUBMIT REPORT

Save and Email

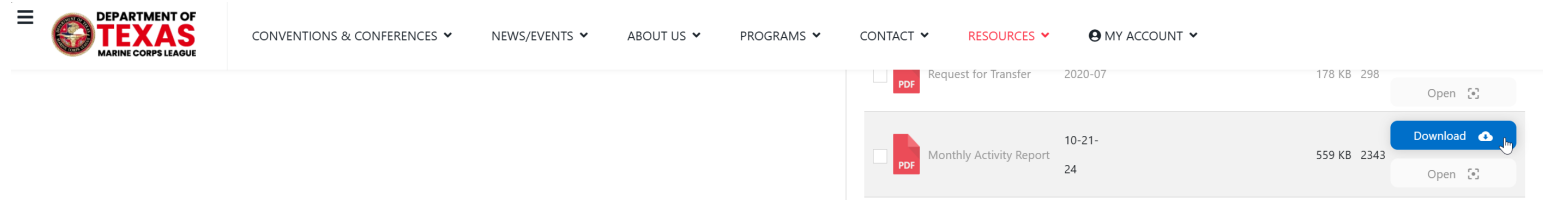
NOT PREFERRED

PDF

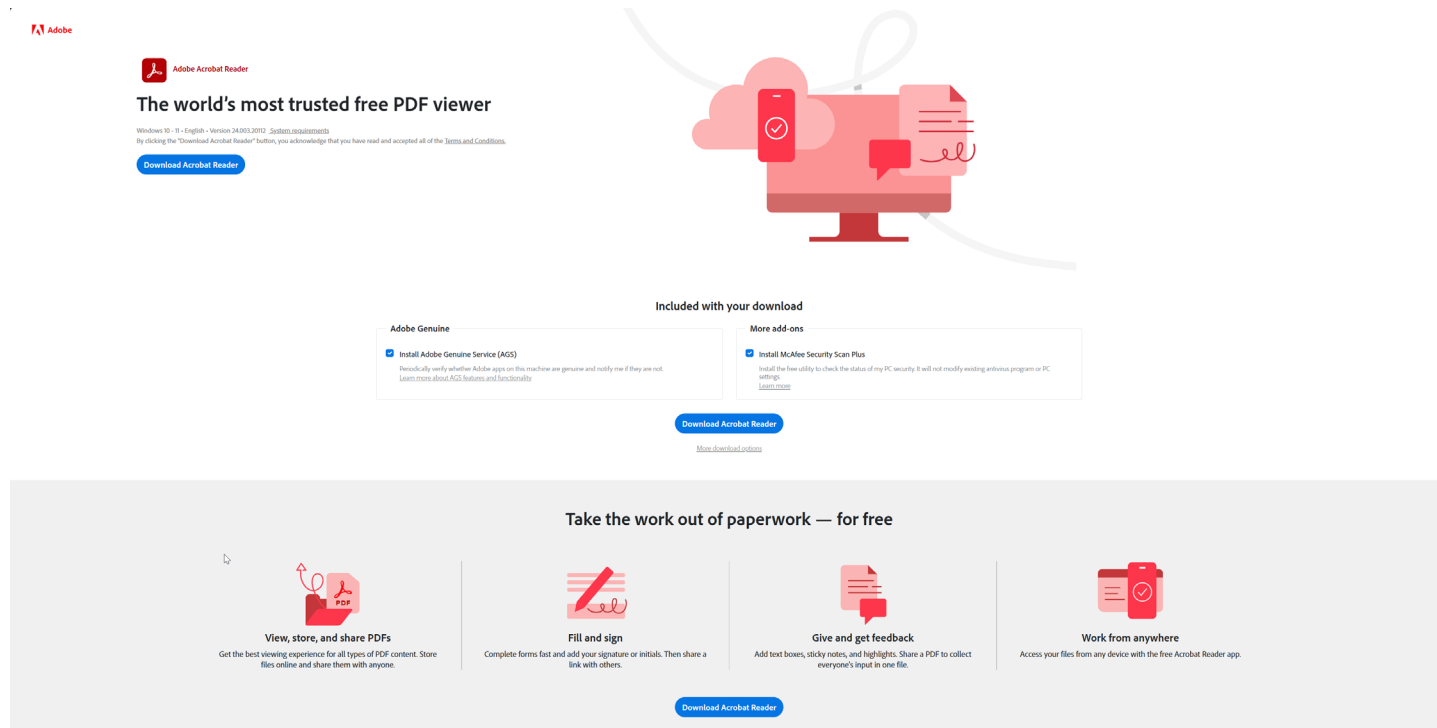
OBTAIN A BLANK COPY ONLINE

IMPORTANT:

1. Make sure you are **DOWNLOADING** a copy of the file, not opening within your web browser. If you fill out your form within a web browser, it will not save your work.



2. Make sure the **FREE Adobe Acrobat Reader** is installed on your computer: <https://get.adobe.com/reader/>



RENAME YOUR COPY:

Click *File>Save As*

Use the following format: *YYYYMM-DET NUM NAME-Activity Report*

Example: 202410-4 McLemore-Activity Report

Click *Save*

FILL OUT YOUR REPORT

Department of Texas Marine Corps League

Activity Report

DETACHMENT		TOTAL SCORE	TOTAL DONATIONS	TOTAL EAGLE SCOUTS	TOTAL HOURS	FOR DEPARTMENT USE ONLY
1		0	\$ 0	0	0	
REPORTING PERIOD:	SUBMITTED BY:					
Year						
Month	2	PHONE:	3			
		DATE:				

*Required, **Activities & Eagle Scouts ONLY, ***Donations

[illegible]

Step 1: Choose your detachment from the drop down

DETACHMENT

0004 - McLemore Detachment
0315 - Alamo Detachment
0316 - Big D Detachment
0318 - Cen-Tex Detachment
0323 - Deane Hawkins Detachment
0430 - Coastal Bend Detachment
0519 - South Plains Detachment
0540 - Jack Ringel Detachment
0631 - Capt John Yancey Detachment

Step 2: Choose the year and Month:

For example:

Year: 2024-2025

REPORTING PERIOD:

Year		
Month		
Score	0	
	0	

REPORTING PERIOD:

Year	
Month	
Score	0
	0

Month: 01_MAY

REPORTING PERIOD:

Year	
Month	
Score	01_MAY

REPORTING PERIOD:

Year	
Month	
Score	01_MAY

Step 3: Enter your Name, Phone Number, and Date (click into the date field and a Date-picker will appear)

DATE:

Step 4: Enter the date of activity (click into the date field and a Date-picker will appear)

Date

--

Step 5: Select the Category

Activity: Standard Scoring

5-Detachment, 10 Department, 15 Division, 20 National

Eagle Scout-Cert Only: 5 Points

Eagle Scout-In Person: 10 Points + 1 Point per Member

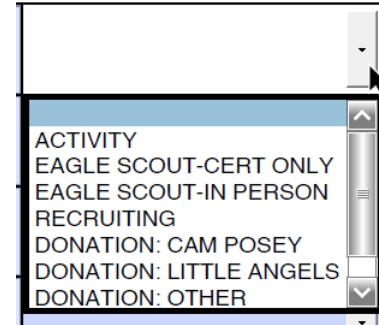
Recruiting: 10 Points per member

Donation: Cam Posey: 10 points per \$100

Donation: Little Angels: 10 points per \$100

Donation: Other: 50 points per \$100

*Category



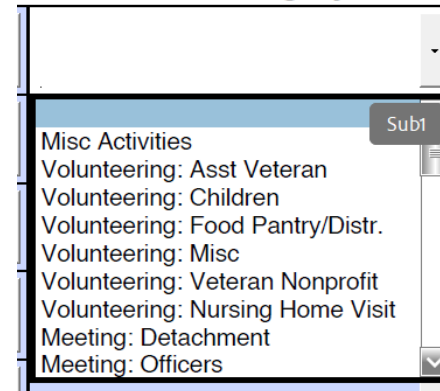
A screenshot of a dropdown menu titled '*Category'. The menu is open, showing a list of options: 'ACTIVITY', 'EAGLE SCOUT-CERT ONLY', 'EAGLE SCOUT-IN PERSON', 'RECRUITING', 'DONATION: CAM POSEY', 'DONATION: LITTLE ANGELS', and 'DONATION: OTHER'. The 'EAGLE SCOUT-CERT ONLY' option is highlighted in blue. A mouse cursor is visible at the top right of the dropdown.

Step 6: Select the Subcategory

Note 1: if you think you have something that doesn't fit an existing Subcategory, please contact the Department Senior Vice

Note 2: We added a "Required Reports" incentive – Each month, get a Department credit (10 + 1 points) for Preparing your Monthly Activity Report. Additionally, create a line item for each of your annual filings. For Example: 990: National - 21 points, Texas Public Information Report (PIR): Department – 11 points

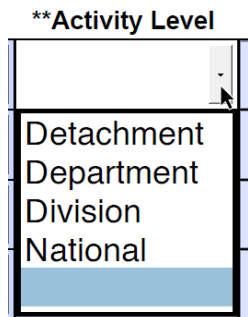
**Subcategory



A screenshot of a dropdown menu titled '**Subcategory'. The menu is open, showing a list of options: 'Misc Activities', 'Volunteering: Asst Veteran', 'Volunteering: Children', 'Volunteering: Food Pantry/Distr.', 'Volunteering: Misc', 'Volunteering: Veteran Nonprofit', 'Volunteering: Nursing Home Visit', 'Meeting: Detachment', and 'Meeting: Officers'. The 'Misc Activities' option is highlighted in blue. A mouse cursor is visible at the top right of the dropdown. A small 'Sub1' label is visible next to the dropdown arrow.

Step 7 (Activity Only): Select the Activity Level (see scoring in step 5)

****Activity Level**



Detachment
Department
Division
National

Step 8: Enter the number of members present for the Activity, Eagle Scout Court of Honor, or the number of New Members recruited

Step 9: Enter the donation amount in whole numbers

Note: Scoring counts for \$100 or more only

Step 10: Enter the number of Eagle Scouts Awarded

Note: If there are Certificate Only, and In-Person Presentation, create on separate lines

Step 11: For volunteering in the community only. Enter the hours per activity. Do not include travel to-and-from activities.

Step 12: Enter the description of the activity, donation recipient, or new member(s) name(s)

SUBMIT REPORT

Save and Email