Date: Sept 30, 2022

From: Department of Texas, Senior Vice Commandant

To: Detachment Senior Vice Commandants

Subj: Procedures For Completion of and Submission of the Monthly Detachment Activity Report

Ref: (a) Department of Texas Administrative Procedures

Encl: (a) List of Event Entries examples used by Detachment and Guidance

1. The following procedures are provided to aid the Detachment Senior Vice by standardizing the collection of information for the Activity Report, procedures for submission, and the Department Activity Annual Award Program.

2. Report
   (a) Monthly Detachment Activity Report

3. Purpose
   (a) A record of the membership’s activities, donations, recruiting success, and Eagle/Gold Award during each calendar month for the recognition of their Detachment’s “Good for the League” service participation.
   (b) The Dept of Tx in addition with a few other Depts, are unique as this is not a National MCL requirement.
   (c) A chronological history of the Detachment and serves as a source document for the Americanism Binder.

4. Action Officer
   (a) Department: Department Sr Vice Cmdt
   (b) Detachment: Detachment Sr Vice Cmdt

5. Source of information
   (a) Primary Source: Membership Activities
   (b) Secondary source: Detachment Staff, specifically the Junior Vice, Adjutant, Paymaster, and others.

6. Form
   (a) Monthly Activity Report version 2022-01.
7. Reporting Period

(a) The reporting period is each month.
(b) The reporting cycle is 12 months.
(c) The cycle begins May 1 through April 30 and is the 12-month cycle for the tabulation of the Detachment score for the Dept Activity Award Program.

8. Monthly Submission Date

(a) Establish a routine to contact your Detachment and asked for their input.
(b) For example, email the membership the 20th to request information.
(c) Send a follow up the 25th.
(d) Detachments can submit their monthly report by the 7th of the month. Preferred.
(e) Regardless, all your Act Rpts must be submitted by turned in before May 15.
(f) Email the Activity Report to the Dept Sr Vice at seniorvice@txmcl.org or USPS to the Dept Sr Vice home address.

9. Standardize the Naming Convention for the email and attachment

(a) Please use the following Naming Convention for the title of both your email subj and the title of the attached Act Rpt.
(b) This will speed up processing and researching a particular file.
(c) Here is the format:
   (1) “Act Rpt Det [#] [Det Name] [# of the month] [month] [current year].
   (2) For examples:
      1. Act Rpt Det430 Costal Bend 5 May 2022
      2. Act Rpt Det 895 Laredo County 6 June 2022
      3. Act Rpt Det 668 Galveston County 7 July 2022

10. Dept Activity Award Program

(a) Submit each monthly Act Rpt (May 1 through Apr 30) no later than May 15 to the Dept Sr Vice.
(b) There are three categories (base on membership strengths) and three awards given in each category.
(c) The Act Rpt is the source document for the Dept Act Award, the Dept and National Recruiter of the Year Award, and the Americanism Binder.

11. Reference Source (Dept)

(a) https://txmcl.org/Department-resources/activity-reports.html
(b) Specific weblink:
    https://txmcl.org/index.php?preview=1&format=&option=com_dropfiles&task=frontfile.download&catid=16&id=103&Itemid=1000000000000
12. Procedures

(a) Page 1

(1) Header Section

1. Date
   a. Try typing [MM] / [DD] / [YEAR]. Do not include the brackets but also add a space.
   b. Some have used [month] / [year] and had results.
   c. I have tried several combinations of [MM] / [DD] / [YEAR] and it worked for me.
   d. For example: 08/09/2022 or 09/04/2022
   e. If none of the suggestions work, a workaround is to type the date after typing your Detachment name in the Detachment Name Box. For example, Brazoria County Aug 2022.
   f. If you have had success typing the date, please let me know what and how the sequence is so I can replicate and publish.

2. Detachment Name
   a. Type in your Detachment Name (for example Rio Grande Valley, Pineywoods, EastTx, Heart of Texas or Hawkins) and include the month and year if you are having problems inputting the date.
   b. Reports have been submitted without Name and #.

3. Detachment #
   a. Type in your Detachment [#] (for example 315, 671, 1384, 1391, 1485 to name a few).

(2) Activity Section

1. One singular event per day and per line with a brief description of that event.
2. One date may have more than one nonrelated event. For example, Veteran’s Day could have Replacement of Grave Marker Flags in the morning, a mid-day parade participation, and an evening event like Red, White, and Blue Veterans Appreciation Banquet. Each event rates an individual line entry.
3. If one event that lasts multiple days, (for example a Conference or Convention), each day is reportable with its own line and counted for each day.

4. The Double Dipping Rule is when an individual received multiple points on the same day by attending different sessions/events within that day during the Conference/Convention. This is different from #2 above.

5. Provide a brief description of the Event.

6. League related event with members participation, involvement, community related, Training, Zoom Conference, Leadership mtg, Community Involvement, and Ambassadors of Goodwill are reportable.

7. An enclosure will be added to this document later. It is a work in progress that will provide examples of categories and events from Detachment Act Rpts representing #1-6 above. It will include additional guidance and examples to review and assist.

(3) Military Order Devil Dog Activity Reporting
   1. MODD Activities that are scheduled within a National, Division, Dept, or Dist MCL Conference or Convention are not reportable as it would meet the Double Dipping Rule.
   2. An independent Kennel or Pack Conference would be considered a reportable event and with its own line and accounted for each day.
   3. Listing multiple events on the same day by attending different sessions/events during the Gathering is non-reportable and violates the Double Dipping Rule.
   4. A Pound conducting a Pound Growl would rate an event to report.

(4) If you require additional line space for more entries
   1. Open a new Act Rpt, fill in Header Section, and after the Detachment Name, typed in, “Part 2 of 2” and if required another page, “Part 3 of 3”.
   2. Continue with your next event and description.

(5) Date
   1. When the event takes place.

(6) Level
   1. Is the event sponsored by the Detachment? Click on the pull-down menu and click #1. Is the event sponsored by the Department, Division, or National? Click on the appropriate pull-down menu and click #2, #3, or #4.
(7) Number Present

1. Total head count of Detachment Members for that specific date who were in attendance.

(8) Score

1. Automatically expressed from the level and number present columns.

(b) Page 2

(1) Charitable Donation

1. Recipient column:
2. Cam Posey (Note: This is a primary recipient so please submit a donation.)
3. MCL Foundation (Note: This is not a primary recipient but should be consider a donation.
4. Chapel of Four Chaplains
5. Local JROTC Units
6. Young Marines
7. Local Non-Profits
8. Members/Vets and or families in distress
9. Others

(2) Date:
(3) When the check is presented
(4) Amount
(5) The score is automatically expressed.

(c) New Members (Recruited)

(1) List the name of the individual New Members (who were recruited and then initiated during a Detachment Mtg) and the individual who gets credit for the recruitment.

(2) The Adj/Paymaster is a secondary source for those individuals who were recruited and install into the Detachment.

(3) This is a source document for the Detachment Jr Vice Recruiting Awards Submission.

(d) Page 3

(1) Eagle Scout or Gold Award (Girl Scout) Input
(2) (Note: Ensure your Detachment presents a Certificate for the Ceremony.
(3) Submitted By: Who compiled the data and submitted this report.
(4) Date
(5) Contact Phone Number
(e) Submission Procedures

(1) Electronic Method (go paperless)
   1. Save to the computer electronic Act Rpt folder as part of your turnover folder and pass to the next Detachment Sr Vice.
   2. Use the Naming Convention for the subj and attachment.
   3. For examples: Act Rpt Detachment 430 Costal Bend 5 May 2022

(2) Electronic: Save as a PDF, attach to an email and send to seniorvoce@txmcl.org

(3) USPS Method
   1. Computer Support
   2. Using the computer, fill in the information.
   3. Save a copy for your Act Rpt electronic folder.
   4. Print and mail via USPS.

(4) Written form
   1. Print a copy.
   2. Provide the information.
   3. Sign, make two copies.
   4. One for your turnover Act Rpt binder and mail the second copy to be Mail via USPS.

13. Submitting Changes
    (a) If you see an area of concern or clarification in these procedures, please submit a change with (1) stating the location, (2) justification to modify, (3) add, and or (4) or delete.

Tony Poletti
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Date: Sept 26, 2022

From: Department of Texas, Senior Vice Commandant

To: Detachment Senior Vice Commandants

Subj: Enclosure to the Procedures For Completion and Submission of the Detachment Activity Report dated Sept 30, 2022

1. The Following will be additional guidance and a variety of examples from Detachment Act Rpts to review and assist you.

2. It is being written and once completed, remove this page and replace with the new enclosure. It will be distributed to all Detachment Sr Vices and added to the original document to replaces the one that was uploaded to the Detachment Documents.

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