

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM



**DETACHMENT SENIOR VICE
ROLES AND RESPONSIBILITIES
SERIES**

**PROCEDURES FOR COMPLETION
AND SUBMISSIONS OF THE
MONTHLY DETACHMENT
ACTIVITY REPORT**

JANUARY 2023

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

Date: JAN 14, 2023

From: SENIOR VICE COMMANDANT

To: DETACHMENT SENIOR VICE COMMANDANTS

Subj: PROCEDURES FOR COMPLETION AND SUBMISSION OF THE MONTHLY
DETACHMENT ACTIVITY REPORT

Ref: Department of Texas Administrative Procedures

Encl: List of Example Entries for the Activity Report

1. **Purpose.** These procedures provides guidance to standardize the policies, procedures, and techniques in the completion and submission of the Detachment's Activity Reports throughout the Department of Texas. This document is not meant to be a definitive one stop shop guide but rather a resource to provide the fundamentals to meet the requirements of the Detachment Activity Report.
2. **Background.** Each month, Detachments participate in community activities that are reflective of the Core Values of the Marine Corps League. The Department of Texas has developed and implemented a program to track community events and activities through the Detachment Activity Report. This report is a source reference for the Department Activity Awards Program and the Americanism Program.
3. **Goal.** The goal of this document is to capture the monthly participation of the Detachment's activities and detailing each event, resulting in the Detachment's historical record for each month of the fiscal each year.
4. **Questions.** Direct questions, additions, and or correction, to the Department Senior Vice Commandant at seniorvice@txmcl.org.

Tony Poletti
Senior Vice Commandant
Department of Texas
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DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

TABLE OF CONTENTS

1. PURPOSE
2. ACTION OFFICER
3. OFFICIAL DOCUMENT
4. DEPARTMENT ACTIVITY AWARDS PROGRAM
AND REPORTING PERIOD
5. MONTHLY SUBMISSION
6. STANDARDIZING THE NAMING CONVENTION
7. COMPLETION OF THE ACTIVITY REPORT
8. SUBMISSION PROCEDURES
9. RESOURCES
10. RECOMMENDED CHANGE TO THIS PUBLICATION
11. ACRONYMS
12. LIST OF EXAMPLE ENTRIES FOR THE ACTIVITY
REPORT

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 1

PURPOSE

This document is not meant to be a definitive one stop shop guide but rather a resource to provide the fundamentals to meet the requirements of the Activity Report. The purpose is to standardize the policies, procedures, and techniques in the completion of and submission of the Detachment Activity Report throughout the Department of Texas. The goal is to calibrate and standardized (a) the understanding of activity entries, (b) variety of activity opportunities, (c) capture the number of participants, and (d) recognize and reward the efforts of the Detachment's participations.

Education and Training are the keys to success. Training is continual and is required to take place at the Detachment, District, and Department levels. The District Vice Commandants and Department Staff are available to provide training either in person or through a Zoom Conference. Regardless of your position and role on the leadership team, it takes time to learn your Roles and Responsibilities and network with other Detachment counterparts to fully understand. The Detachment Senior Vice Commandant should not be in a vacuum. There is a wealth of knowledge within the District, the District Vice Commandant, and the Department Staff.

The Activity Report is a record of the membership's activities, donations, recruiting successes, and Eagle Scout/Gold Award (Girl) presentations during each calendar month. It is for the recognition of their Detachment's "Good for the League" community service participation.

This document serves as a resource for and the recording of the historical record of the Detachment's activities each month for the year. It supplements the Detachment's monthly minutes. It can also be used in the development of a Prospectus or Annual Report that can be used by the Detachment Leadership Team for seeking major donors to sponsor events and fundraisers.

These donors could include local banks, companies, and individuals that Detachment members may be professionally and or familiar with. There is no limit to the opportunities that are available. It just takes time in developing your network, the narrative, and salesmanship to achieve one or more sponsorships.

The Detachment Activity Report serves as a source document for the Department Activity Awards Program, the Detachment/Department Americanism Committee(s), and Americanism Binder.

I was lucky to have a former Detachment Senior Vice who helped and trained me with my duties. This document is for the Detachment Senior Vice who may not have had a mentor. So, the challenge was not in writing this document but how to get the all the current and future Detachment Senior Vices to read and use it as a reference. It does no good if left to collect dust. Please read it, review it, and re-read it again to fully understand all the opportunities to acquire as many points as possible, as I am all for the points!

If you experience any issues with the Detachment Activity Report Form, contact your District Vice Commandant and or the Department Senior Vice Commandant to discuss and trouble shoot.

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 2

ACTION OFFICER

Department Senior Vice Commandant

1. The Department Senior Vice Commandant (Dept Sr Vice Cmdt).
 - a) Reports to the Department Commandant (Dept Cmdt).
 - b) Responsible for the Department Activity Awards Program.
 - c) Receives, reviews, and tabulate the total score for each monthly submitted Detachment Activity Report.
 - d) During the Dept Annual Convention, awards will be given to the top Detachment in the three respective membership categories.

Detachment Senior Vice Commandant

1. The Detachment Senior Vice Commandant (Det Sr Vice Cmdt).
 - a) Reports to the Detachment Commandant (Det Cmdt).
 - b) Responsible for participating in the Department Activity Awards Program.
 - c) Coordinates with the Detachment (Det) to collect the membership participation activity events.
 - d) Records each event on the Det Activity Report form.
 - e) Coordinate with the Det Leadership (and specifically the Adjutant/Paymaster and Junior Vice Cmdt (JrVice)) to capture any Donation and or Recruiting Activities.
 - f) Completes the monthly Det Activity Report and submit to the Dept Sr Vice for action.

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 3

OFFICIAL DOCUMENT

The official document to be used is the “Detachment Activity Report”.

Det Sr Vices must use the current version which is dated September 2022 (or most current) which is accessible on the Dept webpage.

1. Primary source location.
 - a) Dept of Tx webpage > Resources > Activity Reports.
 - b) The web link: <https://txmcl.org/department-resources/activity-reports.html>

2. Secondary source location.
 - a) Dept of Tx webpage > Resources > Forms and Docs > Dept Section > Detachment Folder > Activity Report file (dated September 2022 or most current).
 - b) The web link: <https://txmcl.org/department-resources/forms-documents.html#9-16-detachments>

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 4

**DEPARTMENT ACTIVITY REPORTING PERIOD AND
AWARDS PROGRAM**

Competition is healthy as it builds motivation, and camaraderie. The Dept Activity Award Program is unique to the Dept of Tx. It brings attention to the numerous community activities, donations to individuals and organizations, recruiting efforts of new members, and Eagle/Gold Awards for Boys and Girls Scouts. It is a summation of “Good for the League” community service participation for each Det and the Dept.

Each Det is eligible to participate. The reporting cycle begins May 1 and concludes April 30 prior to the Dept Convention. The reporting period is each month of the year. The Det Sr Vice will submit each monthly Det Activity Report (Act Rpt) by the 7th of each month. Regardless, each Det must have all twelve reports submitted to the Dept Sr Vice no later than May 15 prior to the Dept Convention.

The Dept Sr Vice will provide quarterly reviews to the Det Sr Vice to inform of any Det Act Rpt that is missing or if there is a question.

The Dept SrVice will receive, review, and record all pertinent information on the Det Act Rpt Spreadsheet. By June 1, the Dept Sr Vice will tabulate the submitted Det Act Rpts and determine the total score. Then identify the top score for each of the three categories (base on its membership strengths).

The Dept Sr Vice will order, prepare, draft, and submit the Awards Certificates of the top winner in each of the three categories. The Dept Cmdt will sign each award which will be presented to the winners at the June Dept Convention.

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 5

MONTHLY SUBMISSION

1. Establish a monthly timeline.
 - a) Contact the Det's Membership and request their community service activities for the month.
 - b) Coordinate with the Det Adj/Paymaster (and Det Jtr Vice) pertaining to Recruiting and any donations that the Det presented to individuals and or organizations.
 - c) Complete and then submit the Det Act Rpt each month to the Dept Sr Vice for Action.

2. Example of a proven timeline used in various ways by several Dets.
 - a) Make the initial contact no earlier than the 15th of the month to remind the membership for their activity participation by the last day of the month.
 - b) Coordinate with the Adj/Paymaster (and Det Jr Vice) by 25th of the month for any Recruiting/Donation Activities.
 - c) Record each members input as per your method (once per week, once every two weeks, etc).
 - d) Complete the Det Act Rpt by the 7th of the month and submit no later than the 15th.
 - e) Email the Activity Report to the Dept Sr Vice at seniorvice@txmcl.org or use the United States Postal Service (USPS) and mail to the Dept Sr Vice home address.
 - f) Regardless, all Det Act Rpts must be received by the Dept Sr Vice not later than May 15 for award consideration.

3. If an event, donation, newly recruited and installed member, or Eagle/Gold Award presentation was omitted from the monthly Det Act Rpt, coordinate with the Dept Sr Vice as to the omission and submit a replacement for that month's Det Act Rpt and add the word "Change" to the end of the title of the file. Example "Act Rpt 1357 Hopkins 2022-12 Change".

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 6

**STANDARDIZING THE NAMING CONVENTION FOR EMAIL
SUBJECT AND ATTACHMENT FILE TITLE**

There is no systematic means to track/search/sort each email and or Det Act Rpt attachment due to the variety of titles being used and a lack of a standard naming convention.

Prior to the convenience of using computers to store the electronic files, we used file cabinets and or binders to stored and maintain hard copy records. These reports followed a system that governed the specific names and codes that identified the subject and proper file location. With computers, we now can scan, create an attachment, email the attachment, and store the document in an electronic folder resulting in the authorized practice of going paperless.

When the Dets submit their Det Act Rpts each month, the Dept Sr Vice must rename the majority of reports to identify the Det #, Det Name, and month to systemically manage. This takes time to ensure that each Det Act Rpt is correctly filed in the appropriate electronic Det Act Rpt Folder.

This method can be expanded and used for other important file applications that must be maintained for legal or historical purposes. For example, the Det Minutes (Minutes 1189 Piney Woods 2022-09, IRS Form 990 (IRS 990 1249 Qualls 2022-08), ROI (ROI 1028 Colorado Valley 2022-04), Finance Report (Fin Rpt 1297 Comanche Peak 2022-11), and Toys for Tots Report (T4T 1381 Jacksonville 2023-01) to name a few.

The purpose is to (1) standardize a title that can be used for the email subject title and attachment title, (2) identify key information that will help manage the Det Act Rpt electronic folders which are populated each month, and (3) be able to audit and ensure that all reports have been received for those participating Dets.

1. Naming Convention.
 - a) Standardized the file name of the Det Act Rpt as follows.
 - i) Act Rpt (The location in the Electronic Det Activity Report Folder)
 - ii) Det #
 - iii) Det Name
 - iv) Year: 2022, 2023, etc
 - v) Numeric number of the month: 01 for Jan, 08 for Aug, 10 for Oct, and 12 for Dec to demonstrate.
2. Format.
 - a) "Act Rpt [Det #] [Det Name] [current year]-[# 01 through 12 for each month]".
3. Examples.
 - a) Act Rpt 430 Costal Bend 2022-05
 - b) Act Rpt 668 Galveston County 2022-11

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 7

PROCEDURES FOR COMPLETING THE ACTIVITY REPORT

The intent of this section is to provide guidance to standardize the policies, procedures, and techniques, in the completion of and submission of the Det Act Rpt throughout the Dept.

This document is not meant to be a definitive one stop shop guide but rather a resource to provide the fundamentals to meet the requirements of the Act Rpt. These procedures are written to help train (and retrain) the Det Sr Vice. Training is continual and ongoing. After auditing numerous Act Rpts, here are some discrepancies that were observed.

- Page 1: Dates are missing (even with the Sept 2022 report).
- Page 1: Det names and numbers missing.
- Page 1: Inconstant Community Service participation entries.
- Page 1: Missed opportunities for Community Service participation entries.
- Page 1: Containing the Det Gen mtg minutes on the report.
- Page 1: Difficulty to understand the input entries.
- Page 1: Questionable activity entries.
- Page 1: Selection of the appropriate level for credit.
- Page 1: Including non MCL personnel in the count.
- Page 2: Missing Donation information.
- Page 2: Missing Recruiting information.
- Page 3: Missing Eagle/Gold Program information.

Section 12 of this document provides a variety of activity entries that may help. Again, it is not the all-inclusive list but a spectrum of opportunities to consider.

Ensure you are using the current version (Sept 2022) and remove all older versions. See Sect 3 of this document for the web site location to the Sept 2022 version of the Det Act Rpt. Open and save current version to your Electronic Det Sr Vice Folder using the “Naming Convention” as mentioned in Sect 6 of this document. Here is another example of using the Naming Convention, “Act Rpt 1282 Lufkin 2022-12. Remember to save the document periodically.

All members (Regular Members and Associates Members) are encouraged to participate in supporting the Det community service participations and events.

1. Page 1.

a) Header Section.

i) Date.

(1) Open the Det Act Rpt and enter the date in the following format:

(a) mm/dd/20yy (type exactly the format and for example 11/05/2022).

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

- (b) Once typed in, it may disappear but when you print it, it will reappear on the printed version.
- (2) If you are having trouble just add the date after your Det Name in the Det Name Box. Example: "EastTx Jan 2023".

- ii) Detachment Name.
 - (1) Enter your Det Name. For example, "Rio Grande Valley or RGV."

- iii) Detachment [#]. For example, "1381".

- iv) "Save as" to ensure the Activity Report is saved to the electronic Det Sr Vice Act Rpt folder. This is good practice will help remember where it is saved.

- b) Body Section.
 - i) Activity Section.
 - (1) One singular event per day and per line with a brief description of that event.

 - (2) One event with an Agenda consisting of several sessions throughout the event.
 - (a) Considered as only one event. Example: Dist Training for a single training day.

 - (3) One Day with multiple nonrelated events.
 - (a) For example, Veteran's Day could have Replacement of Grave Marker Flags in the morning, a mid-day parade participation, and an evening dinner event like Red, White, and Blue Veterans Appreciation Banquet.
 - (b) Each event warrants an individual line entry.

 - (4) Multiple Days.
 - (a) If one event lasts multiple days, (for example a Conference or Convention), each day is reportable with its own line and the number of attendees for each day. If more than one member attends, each member should be credited for attending.

 - (5) The Double Dipping Rule.
 - (a) The Double Dipping Rule is when an individual submits multiple line entries with the same date but attending different sessions/events within agenda schedule (example the Conference/Convention).
 - (b) First example:
 - (i) Morning session of the event, the individual reports attending.
 - (ii) On the same day (see 5.a above) is invited to attend a special event not on the agenda. However, it is still related to the Conference/Convention. This second event is subject to the Double-Dipping Rule and cannot be reported on the Det Act Rpt.
 - (c) Second example:
 - (i) A member reports attending all of that day's sessions as one event.
 - (ii) The member then attends a baseball game or a cruise that were on the agenda and associated with the event.

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

- (iii) Since the baseball game and/or cruise were part of the event, it cannot be reported and subject to the Double Dipping rule.
 - (d) Third example:
 - (i) A member reports attending some of that day's sessions as one event.
 - (ii) The member then reports attending a non-related event (for example Hospital/VA/Vet at home visits) during the same day's event (see b.i.(3). This can be reported as a second event because it is exclusive from the earlier reported event and does not violate the Double Dipping rule.
 - (e) When in doubt about a Double Dipping Rule question, discuss with the Dept Sr Vice for a ruling.
- (6) Military Order Devil Dog Activity Reporting.
- (a) MODD Activities scheduled on the agenda within a Conference or Convention are not reportable as it would violate the Double Dipping Rule.
 - (b) An independent Kennel or Pack Conference such as a "Gathering" would be considered a reportable event and with its own line entry for each day.
 - (c) Listing multiple events on the same day by attending different Agenda sessions/events during the Gathering is non-reportable and violates the Double Dipping Rule.
 - (d) A Pound conducting a Pound Growl is reportable as a line entry.
 - (i) Each Devil Dog (also Pups and Mongrels) attending can report participation to their Det Sr Vice.
- (7) Provide a brief description of the Event.
- (a) League related event with members participation, involvement, community related, Training, Hospital/VA/Vet at home visits, Funeral Honors/Attendance, Zoom Conference, Leadership mtg, Community Involvement, and Ambassadors of Goodwill to name a few that are reportable.
- (8) See Section 12 of this document for a variety of examples of categories and events that represent #1-7 above.
- ii) Date.
- (1) Date of the event.
- iii) Level.
- (1) Is the event sponsored by the Det? Click on the pull-down menu and click #1.
 - (2) If the event sponsored by the Dept, Div, or Nat, click on the appropriate pull-down menu and click #2 (Dept), #3 Div), or #4 (Nat).
- iv) Number Present.
- (1) Total head count of Detachment Members for that specific date who attended the event.
 - (2) A participant who is a Non-League are not to be counted.
- v) Score.
- (1) Automatically expressed from the level and number input columns.

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

- vi) Submitting additional reports. (If there are more entries than spaces on page 1 of the Act Rpt:
 - (1) If you complete page one of your initial Det Act Rpt and if there are more event entries, complete your initial report, and then open a second Det Act Rpt.
 - (2) Fill in Header Section, and after the Detachment Name, typed in, “Part 2 of 2”, “Part 2 of 3”, “Part 3 of 3” and so on.
 - (3) Do a “Save As” and save into your electronic Det Sr Vice Act Rpt Folder and make note where the folder is located.
 - (a) Using the Naming Convention (Sect 6 of this document) add “part 2 of 2” to the attachment’s name. Example “Act Rpt 862 North Tx 2023-01 2 of 2”.
 - (4) Follow the same procedures listed in Section 7 of this document par 1-3.
 - (5) If you have additional entries for page 2 and 3, include them as well.
 - (6) Scan and send to the Dept Sr Vice.
 - (7) “Save as” to ensure the Activity Report is saved to the electronic Det Sr Vice Act Rpt folder. This is good practice will help remember where it is saved.

2. Page 2.

- a) Det Name: For example, Heart of Texas or HOT # 975.
- b) Charitable Donation.
 - i) Recipient column.
 - (1) For example:
 - (a) Cam Posey (Note: This is a required and primary recipient so please submit a donation. Quarterly or at the Conference/Convention. This is a primary recipient and each Det should submit a donation.)
 - (b) MCL Foundation (Note: This is a secondary recipient, but each Det should consider submitting a donation.)
 - (c) Chapel of Four Chaplains.
 - (d) Local JROTC Units.
 - (e) Scholarship to a University ROTC Unit.
 - (f) Scholarship to a University/College Veteran Student Association
 - (g) Young Marines.
 - (h) Local Non-Profits.
 - (i) Members/Vets and or families in distress.
 - (j) Others.
 - (2) To Name a few.
 - ii) Date.
 - (1) Date the check was presented to the individual/organization.
 - iii) Amount.
 - (1) Fill in the amount of the check.
 - iv) Score.
 - (1) The score is automatically expressed.
 - (a) Once typed in, it may disappear but when you print it, it will reappear on the printed version.

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

- v) New Members (Recruited).
 - (1) List the name of the individual New Members (who were recruited and then initiated during the Det Mtg) and the individual who gets credit for the recruitment.
 - (2) This is a source document for the Det Jr Vice Recruiting Awards Submission.
 - vi) The Adj/Paymaster is a secondary source for any donation that took place or those individuals who were recruited and install into the Detachment that the Det Sr Vice is not aware of.
 - vii) Save the document, again.
3. Page 3.
- a) Det Name: For example, Goldman #1278.
 - b) Eagle Scout or Gold Award (Girl Scout) Input.
 - i) Ensure your Det orders foiled embossed Eagle Scout certificates from the Nation MCL Ship's Store or creates a certificate for the Ceremony.
 - ii) Date of the ceremony.
 - c) Submitted By: The name of the individual who compiled the data and submitted the report.
 - d) Date: Date submitted.
 - e) Contact Phone Number.
 - f) Save the document, again.

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 8

SUBMISSION PROCEDURES

There are two basic methods of management and submission.

1. Electronic Method (paperless).

- a) Use the current version of the Det Act Rpt (Sept 2022) complete (See Section 7) par 1-3 above) and save to the computer.
- b) Use the Naming Convention for the email subj and attachment title, save to the computer's electronic Det Act Rpt folder that will be part of the Det Sr Vice Turnover/Continuity folder to pass onto the next Det Sr Vice.
 - i) Naming Convention: Act Rpt [Det #] [Det Name] [current year]-[# 01 through 12 for each month]".
 - ii) For example: Act Rpt Det 430 Coastal Bend 2023-02
- c) As a suggestion and to minimize the use of paper, most printers can save a document as an electronic ("PDF") copy.
- d) By using this option, you can make an electronic copy and "Save as a PDF" to your Det Sr Vice Act Rpt folder.
- e) This eliminates the need to print a hard copy. All you need to do is save and attach to an email.
- f) Using the Naming Convention, send the titled email and Det Act Rpt attachment, to seniorvoce@txmcl.org.

2. USPS Method.

- a) Computer Support.
 - i) Complete the Det Act Rpt. (See Section 7 of this document par 1-3 above.)
 - ii) Save a copy to your Det Sr Vice Act Rpt electronic folder.
 - iii) Print and mail via USPS to the Dept Sr Vice.
- b) Written form
 - i) Print a copy from the computer.
 - ii) Hand fills in and complete the Det Act Rpt.
 - iii) Compute the point totals, sign, make three copies.
 - (1) One copy for the Det SrVice turnover Act Rpt binder.
 - (2) One copy for the Dist Vice (if applicable).
 - (3) Last copy to the Dept Sr Vice via USPS.
- c) As a suggestion, the computer is the most efficient method to use for the submission and management of the Det Sr Vice files

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 9

REFERENCE SOURCES

The Dept Activity Award Program is unique to the Dept of Tx. The only source references are located on the Dept of Tx Web page. There are two source documents.

1. The Dept of Tx Admin Procedures.
 - a) Dept of Tx web site: Dept of Tx > Resources > Forms/Docs > Bylaws & Administrative Procedures > 2021 Dept of Tx Administrative Procedures – FINAL
 - b) [https://txmcl.org/departments-resources/forms-documents.html?view=frontlist&catid\[0\]=](https://txmcl.org/departments-resources/forms-documents.html?view=frontlist&catid[0]=)
 - c) Encl 4, AP 57-60 of the 2021 Admin Procedures.

2. Procedures for the Completion of and Submission of the Monthly Activity Report.
 - a) Dept of Tx web site: Dept of Tx > Resources > Forms and Docs > Training Section > > Procedures for the Completion of and Submission of the Monthly Activity Report
 - b) <https://txmcl.org/files/21/Training-Resources/204/Procedures-for-the-Completion-of-and-Submission-of-the-Monthly-Activity-Report.pdf>

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 10

RECOMMENDED CHANGES TO THIS PUBLICATION

This document is only as good as the research and interpretations of discovered source materials and information, interviews with Dept and Det Officers and members, and lessons learned for the development of this content.

If a change to this publication is warranted, due to clarification, deletion, and or addition, follow the below procedures to submit the change(s):

1. Identify the section, page, paragraph, and subparagraph the change pertains to.
2. Using a word document, copy and paste the area of concern to a document.
3. Provide an explanation to justify the change to this publication:
 - a) Provide the background reason for the change.
 - b) Provide justification and reference(s) for the change.
 - c) Submission of the proposed exact wording to replace the current language.
4. The Dept Sr Vice will contact you to discuss the issue for consideration.

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DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 11

ACRONYMS

The use of acronyms is not new or unique to any one organization. We see and use them in our personal business and daily walk as well. Many of the words in acronym form used in this and future documents have been utilized, understood, and are already used in the lexicon of Marine Corps League and Dept language. The purpose is to simplify commonly used words such as MCL, Sr Vice, Dept, PDF, etc throughout this document.

The following are used for words in this document.

Act Rpt	Activity Report
CMDT	Commandant
Dept	Department
Det	Detachment
Dist	District
Div	Division
Jr Vice	Junior Vice
MCL	Marine Corps League
Nat	National
NLT	Not Later Than
Sr Vice	Senior Vice
USPS	United States Postal Service

DEPARTMENT OF TEXAS
DETACHMENT LEADERSHIP PROFESSIONAL DEVELOPMENT PROGRAM

SECTION 12

LIST OF EXAMPLES ENTRIES FOR THE ACTIVITY REPORT

(This is not an all-inclusive list but a representation of Det examples.)

Category	Example
Det/Dept/Div/Nat B'Day	[total] attended (or participated) at MC B'Day [Ball or Ceremony]
JROTC Ceremony	[total] participated in [Name HS JROTC] [Type] Ceremony
Det Committee	[total] participated in [committee] mtg
Det Fundraiser	[total] [name] Fundraiser at [where]
Det Funeral	[total] attend/participated in Veteran's Funeral
Det Funeral	Member provided Bugler Honors
Det Growl	[total] participated in [Pound #] Growl
Det Health and Comfort	[total] provided transportation for a veteran for [doctor appt/buy groceries]
Det Health and Comfort	[total] visited Marine [Member/Vets] in [Nursing Home/Home]
Det Honor Detail	[total] participated in Honor Guard
Det Maintenance	[total] participated in maintenance of the Detachment [equipment]
Det Mtg	[total] attended Gen Monthly Mtg or [total] MCL Auxiliary Mtg
Det Mtg	[total] Monthly Vet Breakfast
Det Mtg	[total] participated in monthly Det Leadership Mtg
Det Parade	[total] participated in [Name of] Parade
Det Presentation	[total] attended and participated Eagle Scout Ceremony and annotate on p 3
Det Presentation	[total] attended presentation of donation check to [who] and annotate Amt on p 2
Det Presentation	[total] attended/participated in Flag Ceremony
Det Recruiting	[total] Recruiting meet and greet
Det T4T	[total] attended/participated in T4T activity and collected [total toys/donations]
Det Thanksgiving/Christmas	[total] attended/participated [Thanksgiving/Xmas Event]
Det Thanksgiving/Christmas	[total] attended/participated in providing meals to families during [T/giving/X-mas]
Det Volunteer	[total] volunteered at [City] [VA Center/Library/Senior Center/local school]
Det/Dept/Nat Banquet	[total] attended (or participated) at [Banquet]
Det/Dept/Nat Ceremony	[total] attended [Det/Dept/Nat] [Type Ceremony]
Det/Dept/Nat [Conf or Conv]	[total] attended (or participated) at [Dept/National] Fall Conference
Det/Dept/Nat Funeral	[total] attended Funeral for [Dept/National member]
Det/Dept/Nat Mtg [Zoom]	[total] attended Event Planning Mtg for [name of event]
Det/Dept/Nat Mtg [Zoom]	[total] attended monthly Zoom [Title/Subject] Mtg
Det/Dept/Nat Young Marines	[total] participated in Young Marine [Type Event]
Det/Dist/Dept/Div/Nat Training	[total] attended [Det/Dist/Dept/Div/Nat] [Type] Training
MODD	[total] attended Pound [#] Growl