



DEPARTMENT OF TEXAS - MARINE CORPS LEAGUE

TRAINING PROGRAM

# ACTIVITY REPORTS

ENTERING DATA

# TRAINING EXERCISE SCRIPT

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## *Editing Your Activity Report — Entering Data*

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### 0:07 — Welcome



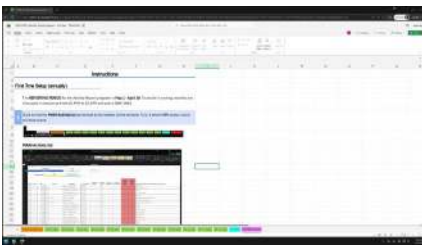
Welcome to the Monthly Activity Report training video for the Department of Texas Marine Corps League. In this video, we'll walk step by step through how to use your Monthly Activity Report workbook...

### 0:36 — Instructions Tab



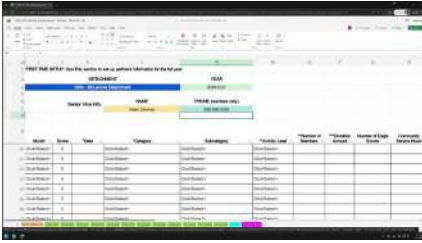
First things first! If at any time you get stuck editing the Activity Report, click on the 'INSTRUCTIONS' worksheet at the bottom to find the step-by-step guide.

### 0:47 — Reporting Year



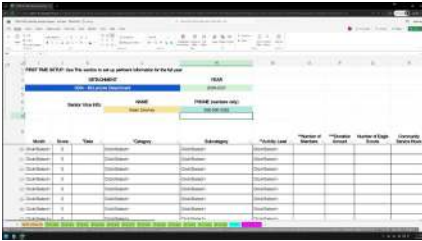
The Activity Report year runs from May first through April thirtieth. Months are titled zero-one May, zero-two June... This way, the year can be properly sorted and filtered.

### 1:08 — Main Activity List



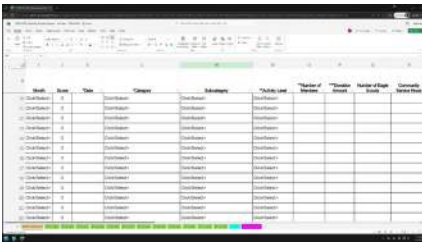
Most of your work will take place on the sheet called 'MAIN Activity list.' Let's begin there.

### 1:14 — FIRST TIME SETUP



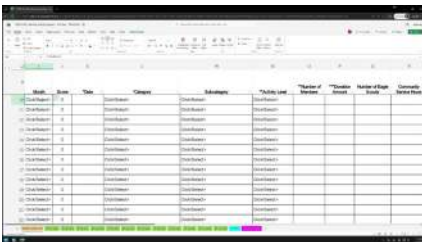
Phase 1: Setting up your workbook for the first time.

### 1:16 — Select Detachment



Start by selecting your Detachment. Click the blue cell under 'Detachment,' then choose your detachment from the dropdown list.

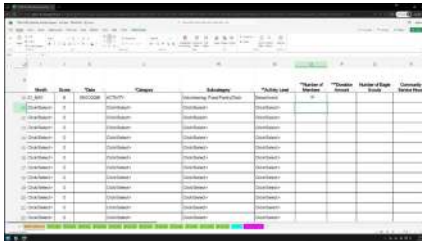
### 1:25 — Select Year



Next, click the green cell under 'Year' and select the correct reporting year.

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## 1:32 — Contact Info

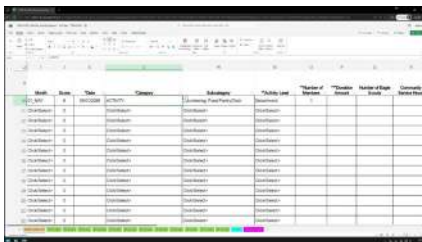


Month	Year	Title	Category	Subcategory	Activity Code	Number of Sessions	Number of Hours	Number of Days	Comments
01	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
02	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
03	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
04	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
05	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
06	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
07	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
08	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
09	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
10	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
11	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
12	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	

Enter the Senior Vice’s name and phone number. The phone number should be numbers only.

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## 2:05 — ENTERING ACTIVITY DATA

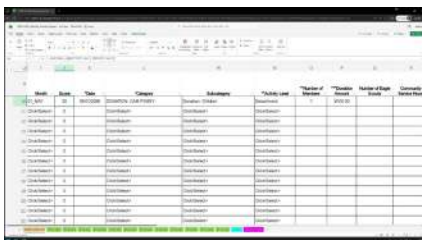


Month	Year	Title	Category	Subcategory	Activity Code	Number of Sessions	Number of Hours	Number of Days	Comments
01	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
02	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
03	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
04	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
05	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
06	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
07	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
08	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
09	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
10	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
11	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
12	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	

Phase 2: Recording your monthly activities.

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## 2:08 — Month and Date

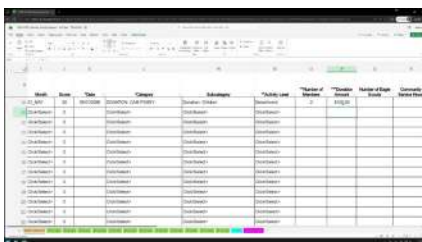


Month	Year	Title	Category	Subcategory	Activity Code	Number of Sessions	Number of Hours	Number of Days	Comments
01	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
02	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
03	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
04	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
05	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
06	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
07	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
08	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
09	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
10	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
11	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
12	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	

To enter an activity, click the next empty row under ‘Month’ and choose the month. Type the date using month/day/year format (e.g., 05/01/2026).

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## 2:40 — Category & Subcategory



Month	Year	Title	Category	Subcategory	Activity Code	Number of Sessions	Number of Hours	Number of Days	Comments
01	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
02	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
03	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
04	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
05	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
06	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
07	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
08	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
09	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
10	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
11	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	
12	2026	Senior Vice	Leadership	Executive Leadership	001	1	1	1	

Choose the activity category to determine points, then choose the subcategory that best describes the activity.

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### 2:59 — Activity Level



Select the activity level (Detachment, Department, Division, or National). This affects scoring.

### 3:15 — Member Participation

A screenshot of a spreadsheet application. The spreadsheet has several columns: "Category", "Subcategory", "Activity Level", "Number of Members", "Number of Hours", and "Number of Days". The "Number of Members" column is highlighted in red. The spreadsheet contains multiple rows of data, with some cells containing numbers and others containing text.

Enter the number of members who participated. For 'RECRUITING' or 'EAGLE SCOUTS', enter the relevant counts here.

### 3:50 — Donations

A screenshot of a spreadsheet application. The spreadsheet has several columns: "Category", "Subcategory", "Amount", and "Description". The "Amount" column is highlighted in red. The spreadsheet contains multiple rows of data, with some cells containing numbers and others containing text.

If the category is a donation, enter the amount. Donations of \$100+ earn points. Record recipients in the Description field.

### 4:24 — Eagle Scouts



Enter the number of Good Citizenship Awards. Create separate lines for mailed vs. in-person presentations.

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 **4:50 — Community Service**

The number of Community Service Hours relates to time volunteered OUTSIDE of your organization to the community.

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 **5:25 — Calculating Hours**


Enter the hours the membership contributed as a whole. The workbook automatically calculates volunteer value (Columns S & T).

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 **6:06 — Description Field**

Finally, enter a clear description. This is one of the most important fields for recording specific details.

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 **7:30 — Submission**

When done for the month, email the Department Senior Vice. Contact them at [seniorvice@txmcl.org](mailto:seniorvice@txmcl.org) for help.