

Certificate

This is to certify that this is the correct Edition of the Administrative Procedures of the Department of Tennessee, Marine Corps League, as adopted at the 25th Annual Department Convention, convened at Manchester, Tennessee, on the Tenth day of June, in the year of our Lord, Two Thousand Six (10 June 2006).

Signed

David J. Gardner
Department Commandant

Signed

James G. Kern
Department Judge Advocate

ATTEST:

Signed

Suzette M. Graves
Department Adjutant

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**Administrative Procedures
Department of Tennessee
Marine Corps League**

**Chapter One
General**

Section 100 – Name and Location

- (a) This Organization, known as “Department of Tennessee, Marine Corps League”, hereinafter shall be referred to as “Department.”
- (b) The principal offices are to be located in a place designated by the presiding Department Commandant.

Section 110 – Purpose – The purposes for which the organization is formed are as follows:

- (a) To preserve the traditions and promote the interests of the United States Marine Corps;
- (b) To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- (c) To fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
- (d) To hold sacred the history and memory of the men who have given their lives to the Nation;
- (e) To foster love for the principles which they have supported by blood and valor since the founding of the Republic;
- (f) To maintain true allegiance to American institutions;
- (g) To create a bond of comradeship between those in the service and those who have returned to civilian life;
- (h) To aid voluntarily and to render assistance to all Marines and former Marines. As well as to their spouses, orphans and other dependent members of their immediate and extended families;

(i) To perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

Section 120 – Policy

(a) The power of the Department shall be vested always in its membership functioning through Delegates at all Department Conventions. Executive and administrative powers may be delegated to the Department Board of Trustees or individual members of the Department only in accordance with Article Two (2) and Article Three (3) of the Department Bylaws. Said powers shall be subordinate to the National Organization.

(b) The Department shall never take part in any labor or management dispute of issue, and it shall be ever non-sectarian, non-political and non-partisan; nor shall it be biased on the grounds of race, color, creed, nationality or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank, or former or present civilian position be used as the basis for special consideration or preferment.

(c) Nothing in the preceding subsections shall prohibit the Department or any subdivision thereof from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

Section 130 – Authority – The Department shall be governed by a Department Convention subordinate to the National Convention.

Section 140 – Organization – The constituted bodies of the Department shall be subordinate local organizations, i.e. Detachments, located anywhere within the State of Tennessee, as formed, chartered, instituted and with affairs conducted in accordance with Article Five (5) of the National Bylaws and Chapter Six (6) of the National Administrative Procedures, in their entirety.

Section 150 – Other Groups – The Department encourages the formation of State and local chapters of subsidiary or subordinate groups which directly or indirectly operate under the Congressional Charter and name of the Marine Corps League. These organizations and groups are cited and bound by the requirements as set forth in Article Seven (7) of the National Bylaws and Chapter Eight (8) of the National Administrative Procedures, in their entirety.

Chapter Two **Department Conventions/Meetings**

Section 200 – Meetings

- (a) The Department Convention and Election of Officers shall be conducted annually in accordance with the Department Bylaws, Article One (1). Unless otherwise scheduled by the Hosting Detachment Commandant, the Convention should be held on a Friday and Saturday in the month of June. But can be scheduled per Section 101 of the Department Bylaws if necessary.
- (b) Department Staff will be conducted in accordance with the Department Bylaws, Article Three (3). Unless otherwise scheduled by the Department Commandant, these meetings should be held on a Saturday in October (Fall session) and a Saturday in April (Spring session), at a location selected by the Department Commandant.
- (c) To be printed in the Convention Program book will be the Past Department Commandants, Past Department Presidents, Department “John T. Hicks Marine of the Year Award” recipients, Department Marine Corps League Auxiliary “Deborah Evans Award” recipients, Past Pack Devil Dog Leaders, and Past “Devil Dog of the Year Award” recipients. (Attachment 1)
- (d) Host Detachment will pay for the Department Commandant’s and Department President’s rooms plus banquet tickets for them and their spouses.
- (e) Department of Tennessee, Marine Corps League “Rule of Order” to be handed out prior to Convention meeting. (Attachment 2)
- (f) Sample forms for Convention Delegates (Attachment 3), Convention Registration (Attachment 4), Convention Ads (Attachment 5, and Convention After Action Report (Attachment 6).

Section 210 – Installation of Department Officers

- (a) The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant or a Past Department Commandant.
- (b) The Installing Officer will designate, or have the retiring Department Commandant appoint a Sergeant-at-Arms and a Chaplain for the Installation Ceremony. The members assuming these duties will be in good standing but not currently being installed into office.
- (c) It shall be the responsibility of the Installing Officer to sign, date, and forward the Installation Report to National Headquarters, where it must be received no later than July 31 annually.

Section 220 – Respect – As described in the National Administrative Procedures, Chapter Ten (10), Section 1005, proper procedures shall be observed and employed at all meetings and appropriate functions to the maximum.

Section 230 – Coordination with the Marine Corps League Auxiliary - The Department of Tennessee of the Marine Corps League Auxiliary will normally hold their Department Convention concurrently with the Department of Tennessee of the Marine Corps League. The Department Commandant will coordinate with the Department President of the Auxiliary to insure that, as much as possible, there are no administrative problems or issues between the two. Accordingly, the following guidelines are established

- (a) **Host Unit –** The Department of Tennessee of the Auxiliary will insure that a Host Unit is established for the Convention. Normally, this would be the Auxiliary Unit that is associated with the Host Detachment of the League. However, there is not an Auxiliary Unit associated with each Detachment within the Department of Tennessee. In this latter case, the Department of Tennessee of the Auxiliary will designate a Host Unit, usually the Unit that is geographically closest to the site of the Department Convention.
- (b) **Registration –** The Department of Tennessee of the Auxiliary will provide Registration assistance at the Department Convention to insure that all Auxiliary Members are properly registered. The specific details will be resolved between the Host Detachment and the Host Unit.
- (c) **Registration Fees –** The advance Convention Fees designated in ARTICLE ONE, SECTION 110 of the Department Bylaws shall be collected by the Host Detachment. Delegate Fees shall be the prerogative of the Auxiliary, and any advance Registration Fees and names identified for Auxiliary Members shall be turned over to the Auxiliary Host Unit.
- (d) **Responsibilities –** The Department of Tennessee of the Marine Corps League Auxiliary shall be responsible for the conduct of their Department Convention. Activities and Facilities will be coordinated between the Department Commandant, the Department President, Host Detachment, and Host Unit. In the event of an impasse in a specific issue, the issue will be referred to the Department Commandant and Department President for resolution. Rooms will be provided by the Host Detachment for the Department Commandant and Department President at no cost to them. Banquet tickets will also be provided for the Department Commandant and Department President and their spouses at no cost to them. Whenever facilities are provided for invited Auxiliary guests, i.e. National President, National Officers, etc., it shall be the responsibility of the Auxiliary Department to provide those facilities. If guests from the Auxiliary show up on their own, their arrangements are their own responsibility. Only invited guests rate rooms, meals, etc., provided.

Chapter Three Forms and Reports

Section 300 – Transmittals – The following forms/reports must be completed and submitted periodically and on a timely basis. All forms/reports, especially those to be sent to National Headquarters, must be typed or printed.

(a) **Report of Officer Installation:** The Installing Officer has responsibility to distribute copies of this form itself and in accordance with the National Bylaws and Administrative Procedures, and Chapter Two (2) Section 210 C of these Administrative procedures. (See enclosure Five (5), National Bylaws and Administrative Procedures.)

(b) **Membership Dues Transmittal and Change Notification:** the Department Paymaster should receive four (4) copies of this form from the Detachment Paymasters as Detachment renewals and new dues are collected. Two separate checks should be attached. The Department Paymaster will detach and retain the bottom copy and deposit the check for the Department dues. The remaining copies of this form, and the second Check, should be forwarded at once to National Headquarters. (See Enclosure Six (6), National Bylaws and Administrative Procedures.)

(c) **Request for Transfer:** Must be received from the Gaining Detachment with Membership Dues Transmittal and Change Notification listing the transferee. The Paymaster retains bottom copy and forwards the original to National Headquarters with the Membership Dues Transmittal and Change Notification. (See Enclosure Seven (7), National Bylaws and Administrative Procedures.)

(d) **Notice of Death:** The Department Chaplain should receive three copies of this form. The Original and an additional copy will be sent to National Headquarters. National Headquarters will send one copy to the National Chaplain. (See Enclosure Eight (8), National Bylaws and Administrative Procedures.)

(e) **Registration of National Delegate(s):** This form is distributed by National Headquarters with the National Convention information. Each Detachment which will have one (1) or more Members attending the National Convention should complete this form to insure that their Members have full rights and privileges as Delegates/Alternates and may vote the total Detachment Strength. A copy should be provided to the Department Commandant for his/her information and action. (See Chapter Two (2), Section 220 (b) of the National Administrative Procedures.)

(f) **Report of Department Activities:** Each Detachment will provide a written report to the Department twice yearly, in January and at the Department Convention. The Department Adjutant will compile information from these reports and Department files to provide a complete written report to be available for presentation at the National Mid-Winter Conference and the Annual National Convention.

(g) **Incorporation:** The Department and each Detachment are required to incorporate as a Non-Profit Organization and to file a Corporation Annual Report with the Tennessee Secretary of State each year in order to function as an authorized entity. (See Article Seven (7), Section 710 of the National Bylaws.) A copy of the Corporation Report is to be sent to the National Paymaster each year.

Chapter Four **Miscellaneous**

Section 400 – Distribution Policy

(a) Except as may be noted elsewhere in the Bylaws and Administrative Procedures, any documents and other information distributed or forwarded by the Department Staff or any Department Committee shall be distributed to each member of the Department Board of Trustees, to each Detachment Commandant, and to each Past Department Commandant. Additional members of the Department Staff and individual Members of the League may be included in the distribution, as circumstances dictate. Information concerning Membership will also be sent to the Department Paymaster and each Detachment Adjutant-Paymaster (or Paymaster) and information concerning Bylaws and other legal topics shall be sent to the Department Judge Advocate and each Detachment Judge Advocate.

(b) The Department Commandant shall, in a timely manner, oversee compilation and distribution of a list of Department Officers and updates of Detachment Commandants. Detachment Judge Advocates and Detachment Adjutant-Paymasters, at least once a year, usually within thirty (30) days after the close of the Department Convention and as such changes of Detachment Officers are received by the Department.

Section 410 – Resolutions – Resolutions may be submitted by any Member in good standing, or by a Detachment, for consideration by a Department Convention provided said resolutions are in proper form and in compliance with the following requirements.

(a) The resolution must be typewritten with copies of said resolution submitted to the Department Commandant, the Department Adjutant-Paymaster (or Adjutant) and the Department Judge Advocate no later than 30 days prior to the Convention at which action thereon is desired. Copies should also be forwarded to each Detachment Commandant who will then make the information available to the appropriate members of that Detachment, especially the selected Delegates and the members of that Detachment who are members of related Department Committees.

(b) No resolution, which violates any part of the National Bylaws and Administrative Procedures, the Department Bylaws, or others of these Administrative Procedures, will be considered.

(c) Except as noted herein, Section 1010, Chapter 10, of the National Administrative Procedures shall apply in its entirety.

Section 420 – Amendments

(a) The Administrative Procedures cannot be waived by the Department Board of Trustees, but it can be amended, revised or repealed by a majority vote of the Department Board of Trustees. Members can submit amendments, revisions or repeals to the Board of Trustees or at a Department Convention. (Article Eight (8), Section 800, of the National Bylaws is applicable.) Amendments, revisions or repeals cannot in any manner violate the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League, or the Bylaws of the Department of Tennessee.

(b) The effective date of any change to the Administrative Procedures must be stated in the proposed change. In any case, such change may not become effective until after the close of the Convention or Meeting at which it was approved.

(c) Each Tennessee Detachment shall be provided without charge two (2) copies of the Administrative Procedures each time they are printed, or a published change is made thereto. Any Member of the Marine Corps League, who remains in good standing, may purchase copies of the Administrative Procedures from the Department Paymaster for a nominal fee which will be set to cover the cost of printing, and postage where applicable.

Section 430 – Finances

(a) Department Commandant expenses:

- (1) In the execution of his/her duties, the Department Commandant is authorized to be reimbursed for reasonable expenses incurred while conducting Department business. This is to include, but is not limited to, attending National, Division and Department Conventions and Conferences, attending Detachment functions (other than his/her own Detachment) in an official capacity, activities pursuant to the formation of new Detachments and in recruiting activities aimed at increasing Membership in the Marine Corps League.
- (2) Reimbursable expenses will include actual monies spent for travel and lodging (not to include “mileage allowance”), and will apply to basic customary charges incurred by the Commandants for themselves, with no provision for incidental or unrelated expenses.
- (3) Requests for payment of expenses must be submitted to the Board of Trustees and must be substantiated by vouchers, i.e. credit card receipts and/or paid vouchers indicating services rendered by the vendor. The Board of Trustees has the authority to deny payment for any items not directly incurred in conducting Department Business.
- (4) In the event that the treasury of the Department falls below one thousand dollars (\$1,000), this Section 430 (a) of the Administrative Procedures will be held in abeyance until such time as the treasury regains the means to again reimburse the Department Commandant for his allowed expenses.

Section 430, Continued

(b) The Department Commandant is authorized to approve for expenditure (to cover ordinary and necessary operating expenses) of an amount not to exceed one hundred dollars (\$100) per incident without prior approval of the Board of Trustees.

(c) The Paymaster is subject to open the Department financial records to the Audit Committee as required in the Department Bylaws, Article Four (4), Section 407.

(d) Each expenditure will be by check and shall require the signatures of both the Department Paymaster and the Department Commandant.

Section 440 – Fund Raising – Any and all activities intended to generate monies to enhance the Department treasury shall be conducted in accordance within the limits outlined in the National Administrative Procedures, Chapter Ten (10), Section 1000 (f).

Section 450 – Awards – Department-appropriate medals, ribbons and awards will be presented to Marine Corps League Members and Officers (and civilians, if warranted), usually in conjunction with the Department Installation of Officers following the Department Convention, and in accordance with the guidelines as expressed in the National Bylaws and Administrative Procedures, Enclosure Four (4).

Attachment 1

Department of Tennessee Commandants

1982	Charles D. Bradley *	Music City Detachment
1982-1984	Fred Tucker	Music City Detachment
1984-1985	Claud H. Wilkins	Sgt. Walter K. Singleton Detachment
1985-1986	Larry Sago	Chattanooga Detachment
1986-1987	Leon B. Batson, Sr. *	Music City Detachment
1987-1988	Haskell M. "Hank" Clark	Chattanooga Detachment
1988-1989	John T. Cain *	Music City Detachment
1989-1990	Eugene A. Lucchesi, Sr.	Sgt. Walter K. Singleton Detachment
1990-1991	Arthur C. Jackson	James N. McCutchen Detachment
1991-1992	Howard M. Smith III *	Chattanooga Detachment
1992-1994	Glen Barry Evans	Music City Detachment
1994-1995	Loyal E. Conard	James N. McCutchen Detachment
1995-1996	Thomas N. Thompson *	Lincoln County Detachment
1996-1997	John T. Hicks	Chattanooga Detachment
1997-1998	Edward M. Evans	Music City Detachment
1998-1999	Claire Minie	James N. McCutchen Detachment
1999-2001	J. Nolan Sharbel, Sr.	Lt. Alexander Bonnyman Detachment
2001-2003	Fred Gettings	Elbert Kinser Detachment
2003-2004	Ernest Seagle	Chattanooga Detachment
2004-2006	David Gardner	Stones River Detachment
2006-2007	Charles Reedy	Tri-Cities of Tennessee Detachment
2007-	David Z. Cates	Lt. Alexander Bonnyman Detachment

* Deceased



Department of Tennessee "John T. Hicks Marine of the Year"

1994	John T. Hicks	Chattanooga Detachment
1995	None	
1996	H. Lynn Hunter	James N. McCutchen Detachment
1997	Karl A. Ekstrom	Lt. Alexander Bonnyman Detachment
	J. Tom Coffman	James N. McCutchen Detachment
1998	Art Jackson	James N. McCutchen Detachment
1999	None	
2000	Virgil L. Young, Jr.	Lt. Alexander Bonnyman Detachment
	Ernest Seagle	Chattanooga Detachment
2001	Bette Jean Berry	Lt. Alexander Bonnyman Detachment
2002	Donald Elseroad	Tri-Cities of Tennessee Detachment
2003	Claire M. Minie	James N. McCutchen Detachment
2004	Glen Barry Evans	Music City Detachment
2005	Charles Reedy	Tri-Cities of Tennessee Detachment
2006	David Z. Cates	Lt. Alexander Bonnyman Detachment
2007	James Kerns	Sgt. Walter Singleton Detachment



Department of Tennessee Auxiliary Presidents

1995-1998	Deborah R. Evans	Music City Unit
1998-2000	Alice Blackford	Music City Unit
2000-2002	Inda Adams	Music City Unit
2002-2004	Constance Sexton	Lt. Alexander Bonnyman Unit
2004-2005	Pat Gettings	Lt. Alexander Bonnyman Unit
2005-2007	Alice Blackford	Music City Unit
2007-	Carolyn Bevington	Music City Unit



Department of Tennessee Auxiliary “Deborah Evans Award”

2003	Deborah R. Evans	Music City Unit
2003	Joann Vogt	Tri-Cities Unit
2004	Shelby Ward	Tri-Cities Unit
2005	Alice Blackford	Music City Unit
2006	Barbara Tassej	Lt. Alexander Bonnyman Unit
2007	Pat Gettings	Lt. Alexander Bonnyman Unit



Pack Leaders, Military Order of Devil Dogs Tennessee Pack

1993-1995	John T. Hicks PDD	Pound 209, Chattanooga
1995-1997	Glen Barry Evans PDD	Pound 155, Nashville
1997-1999	Ernest Seagle PDD	Pound 209, Chattanooga
1999-2001	David Gardner	Pound 155, Nashville
2001-2003	Edward Evans	Pound 155, Nashville
2003-2005	Carlton Pittman	Pound 209, Chattanooga
2005-	David Hatfield	Pound 271, Smoky Mountain



Tennessee Pack “Dog of the Year” Award

1998	David Gardner	Pound 155, Nashville
1999	Anthony Westbrooks	Pound 155, Nashville
2000	Glen Barry Evans PDD	Pound 155, Nashville
2001	Edward Evans	Pound 155, Nashville
2002	Ernest Seagle	Pound 209, Chattanooga
2003	John Hicks PDD	Pound 271, Smoky Mountain
2004	Carlton Pittman	Pound 209, Chattanooga
2005	None	
2006	David Z. Cates	Pound 271, Smoky Mountain
2007	None	

Attachment 2

Department of Tennessee Marine Corps League

Rules of Order

1. Business sessions will be conducted in strict adherence to the prescribed Ritual of the Marine Corps League. Delegates are expected to be in attendance well in advance of the beginning of each session, so as to preclude any delay or interruption(s) of the session.
2. The By-Laws and Administrative Procedures of the Marine Corps League and the Robert's Rules of Order (revised) shall prevail at all times.
3. Members of the Department of Tennessee, Marine Corps League, who are registered as Delegates, Department Officers, or Past Department Commandants shall have the right to speak in any discussion or debate of the Convention.
4. Should the "Chair" decide to admit any visitor(s) to the Convention Hall, for any purpose, the "Good of the League" will be in order. After the Sergeant At Arms or Designate has escorted the visitor(s) from the Convention Hall, the "Chair" will declare the session "Open for the transaction of Official Business".
5. No Delegate, Department Officer or Past Department Commandant shall be permitted to speak more than twice on any question, (the second time being after those others who are eligible and wish to speak have exercised their option). A limit of three (3) minutes will be imposed upon each speaker; this limit will not apply to reports.
6. Registered Members/Delegates desiring permission to enter or leave the Convention Hall will do so by: (a) presenting themselves and (b) saluting the "Chair" or Designate. When the salute has been returned this will indicate the permission to enter or leave.
7. The "Chair", no matter by whom occupied, shall always be addressed as "Sir Commandant" or "Madam Commandant".
8. Should a "Point of Order" be raised, the Department Judge Advocate shall render an "Opinion" on the "Point of Order" raised to the "Chair". The "Chair" shall then make a "Ruling" on the "Point".
9. During the "Nomination of Officers" procedure, the nominator of the Candidate for office, will be permitted not more than five (5) minutes to place the name in nomination. Seconds to the nomination, will be permitted not more than one (1) minute.
10. A request for a "Roll Call Vote" will require the concurrence of at least five (5) registered and approved Delegates, with not more than two (2) Delegates from the same Detachment.
11. The "Chair" upon declaring a "Roll Call Vote" shall call a five (5) minute recess of the Session to permit Detachments to caucus the question.
12. Prior to the initiation of a "Roll Call Vote" or Election of Officers, the Chairperson of the Credential Committee shall call the roll of Detachments in attendance and announce the voting strength of each Detachment. Should a Detachment elect to Pass during the voting process, the Roll of Detachments will continue until all have been called. Following the completed "Roll Call" those Detachments that may have elected to "Pass" will once again be called. Only votes of those eligible Delegates on the Convention Floor and voting will be counted.
13. A Delegate, Department Officer, or Past Department Commandant requesting the "Floor", upon recognition, will identify his/herself by Name, Detachment, and whether he/she is a Delegate, Department Officer or Past Department Commandant, prior to making his/her remarks.
14. A two-thirds (2/3) vote of the Delegates present is required to "Waive" any rule of this Order.

Attachment 4

Department of Tennessee Convention June _____

Registration Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email Address _____

Title	Name	Members Attending		
		MCL	MCLA	Detachment/Unit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If you are a past or present State or National Officer (list which office & year, League or Auxiliary)

You are arriving: Thursday _____ Friday _____ or Saturday _____

MCL Member Registration fee is \$5 _____ X \$5 = _____
(\$6 at the door)

MCLA Member Registration fee is \$5 _____ X \$5 = _____
(\$6 at the door)

Banquet on Saturday, June _____
_____ X \$ _____ = _____
_____ X \$ _____ = _____

Dietary needs _____
Total payment _____

Return this form and check by _____ to:

Host Detachment
Address

Book the _____ Hotel by _____ at _____ and mention the Marine Corps League when you make your reservations so you are able to get the convention rate.

Department of Tennessee Marine Corps League

Convention

June _____

Convention Ads

Advertiser: _____

Address: _____

City: _____ State: _____ Zip: _____

The finished Program Book will be 8-1/2" x 11"

___ Full Page – 7" x 9-1/2"	\$100.00
___ 1/2 Page – 7" x 4-3/4" or 3-1/2" x 9-1/2"	\$50.00
___ 1/4 Page – 3-1/2" x 4-3/4"	\$25.00
___ 1/8 Page – 3-1/2" x 2-3/8"	\$15.00

Ad Total \$ _____



Mail this form along with your camera ready ad and check payable to:

Detachment Name Please return prior to _____

Mail copy and check to: Detachment Name

If any questions, please feel free to call _____ or email at _____

Attachment 6

Department of Tennessee Convention After Action Report

Conference City _____ Dates Held _____

Host Detachment _____ # _____

Host Unit _____

Name of Hotel _____ Phone # _____

Fax # _____

Convention Coordinator _____ Phone # _____

E-mail _____

Department Commandant _____ Phone # _____

E-mail _____

Department President _____ Phone # _____

E-mail _____

Number Rooms Reserved Thursday _____ Friday _____ Saturday _____

Cost INCLUDING Tax \$ _____ Number used _____

Number of Accessible Rooms Reserved _____ Number used _____

Number of Conference / Meeting Rooms _____ Number of Complimentary Rooms _____

Number of Committee meeting rooms required _____

Number of Members attending Conference:

Marine Corps League Members _____

Marine Corps League Associate Members _____

Marine Corps League Auxiliary Members _____

Marine Corps League Auxiliary Associate Members _____

Military Order of the Devil Dogs _____

Number of Dignitaries invited & attending requiring Complimentary Room & Banquet _____

Banquet Tickets sold _____ Cost Each \$ _____ Number Attending Banquet _____

Marine of the Year Award _____ Detachment _____

Devil Dog of the Year Award _____ Detachment _____

100% of MCL Registration Fees goes to Host Detachment

100% of MCL Delegate Fees goes to the Department

100% of MCLA Registration Fees goes to Host Unit

Copies go to the Department Commandant & the Detachment hosting the upcoming year's convention

For Comments/Suggestions please use reverse side