

# Marine Corps League

## Report of Officer Installation – Detachment

**From:** \_\_\_\_\_  
(Detachment Name) (Number) (Department)

**Federal EIN Number** \_\_\_\_\_

**Incorporation ID Number** \_\_\_\_\_

**Date of Incorporation** \_\_\_\_\_

\_\_\_\_\_ (Date of Election) \_\_\_\_\_ (Date and Place of Installation)

\_\_\_\_\_ (Installing Officer's Name and Title) \_\_\_\_\_ (Installing Officer Signature)

**Note: The Officer must be installed to be listed on this form.**

(Email address not necessarily the officer's personal email address, but the email address in which all official correspondence will be sent to.)

Office	Incumbent *include member # and address	Email & Phone
Commandant		
Senior Vice Commandant		
Junior Vice Commandant		
Judge Advocate		
Junior Past Commandant		
Adjutant		
Paymaster		
Chaplin		
Sgt-At-Arms		
Web Sgt		

Date, time, and place of Detachment meetings

\_\_\_\_\_

Detachment Renewal Dues. (This amount is the total of Detachment, Department and National dues.) \_\_\_\_\_

\_\_\_\_\_ (Submitted By) (Title) (Signature) (Date)

**Instructions:**

- 1) Detachment Adjutant/Paymaster sends a copy to the Department Adjutant/Paymaster retaining a copy for detachment records.
- 2) Department Adjutant/Paymaster sends a copy to the Marine Corps League National Adjutant/Paymaster and the Division NVC retaining a copy for department records.