

D A T E

# Marine Corps League

## REPORT OF OFFICER INSTALLATION



DETACHMENT	DETACHMENT #	DETACHMENT OF

**FROM:** \_\_\_\_\_  
**DET EIN:** \_\_\_\_\_ **DEPT EIN:** \_\_\_\_\_  
**DATE OF DET INCORPORATION** \_\_\_\_\_ **DEPT DATE OF** \_\_\_\_\_  
**TO:** NATIONAL ADJUTANT/PAYMASTER **INCORPORATION** \_\_\_\_\_  
**VIA:** DEPARTMENT ADJUTANT

DATE OF ELECTIONS	DATE/PLACE OF INSTALLATION	INSTALLING OFFICER & TITLE	SIGNATURE OF INSTALLING OFFICER

DETACHMENT / DEPARTMENT MEETS:					
DAY/DATE OF MEETING	TIME	PLACE	STREET ADDRESS	CITY	STATE

**E-MAIL OFFICIAL CORRESPONDENCE:** \_\_\_\_\_  
**FAX OFFICIAL CORRESPONDENCE TO:** (     ) \_\_\_\_\_ ; **MARK FOR THE ATTENTION OF:** \_\_\_\_\_

\*Note: The ADDRESS information called for in the following section does not necessarily refer to the Officer's personal mailing address, but rather the address at which the Officer will receive **official** correspondence from National and Department Headquarters. If the Departmen/Detachment has a single address, i.e. PO BOX, to which all official correspondence should be sent, list that address for all Officers.

OFFICE	INCUMBENT	PHONE NUMBER	ADDRESS *See note above	CITY, STATE ZIP + 4
COMMANDANT		(    )		
SENIOR VICE COMMANDANT		(    )		
JUNIOR VICE COMMANDANT		(    )		
JUDGE ADVOCATE		(    )		
JUNIOR PAST COMMANDANT		(    )		
ADJUTANT/ PAYMASTER		(    )		
ADJUTANT		(    )		
PAYMASTER		(    )		
CHAPLAIN		(    )		
SERGEANT- AT-ARMS		(    )		
		(    )		
		(    )		

Total **renewal** dues are \$ \_\_\_\_\_. This amount is the total of Detachment, Department and National dues and will appear on the Direct Billing Notices.

SUBMITTED BY	TITLE	SIGNATURE

**PLEASE READ CAREFULLY**  
 Detach and retain bottom copy. Forward balance to Department.  
 Department retain bottom copy and forward original to National HQ  
 and remaining copy to Division Vice Commandant