

Detachment of the Year Scoring Sheet



Detachment # _____
Detachment Name _____

Criteria	Point Value	Score
Department Meeting Attendance - Fall		
Attended by Commandant	2.0	
One Point for each of the other Elected / Appointed Officers attending	1.0	
Responsive / timely written report submitted	1.0	
Verbal report given	1.0	
Department Meeting Attendance - Winter		
Attended by Commandant	2.0	
One Point for each of the other Elected / Appointed Officers attending	1.0	
Responsive / timely written report submitted	1.0	
Verbal report given	1.0	
Department Meeting Attendance - Spring		
Attended by Commandant	2.0	
One Point for each of the other Elected / Appointed Officers attending	1.0	
Responsive / timely written report submitted	1.0	
Verbal report given	1.0	
Department Meeting Attendance - Dept Convention		
Attended by Commandant	5.0	
Registered members attending (2 points per member)	2.0	
Responsive / timely written report submitted	1.0	
Verbal report given	1.0	
Detachment donation (met minimum suggestion donation)	2.0	
Detachment ad in Ad Journal (met minimum full-page ad)	3.0	
Detachment attendees at Convention Banquet (1 point per reservation - including non-members)	1.0	
Detachment hosted convention	5.0	
Department Involvement		
Invites Dept Officers to annual Detachment Installation of Officers	1.0	
Invites Dept Officers to at least one Detachment event	1.0	
Invites Dept Officers to Marine Corps Birthday event	1.0	
Includes Dept Officers in distribution of information (including newsletters)	1.0	
Serves on Dept Committees (1 point per member)	1.0	
Serves as Dept Liaison Officer (2 points per member)	2.0	
Serves as Dept Officer - Appointed (2 points per member)	2.0	
Serves as Dept Officer - Elected (2 points per member)	2.0	
Official Form Completion		
Submitted IRS Form 990 or 990 e-Postcard (accurately & timely)	5.0	
Submitted Charity Exemption form to Sec'y of State (accurately & timely)	5.0	
Submitted Installation of Officer Report to Adjutant (accurately & timely)	5.0	
Submitted PLM Audit to Dept Paymaster (accurately & timely)	5.0	
Communication / Social Media		
Distributes Dept Newsletter to Detachment members	2.0	
Publishes / Distributes Detachment Newsletter	2.0	
Maintains Detachment website	2.0	
Maintains Detachment Facebook page	2.0	

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Criteria	Point Value	Score
Community Service		
Actively supports a Toys for Tots Campaign	1.0	
Actively supports a Young Marines Unit	1.0	
Actively supports a VA Hospital / Veteran's clinic	1.0	
Participates in Fallen Marine Program, Marine Wake/Burial - member	5.0	
Participates in Fallen Marine Program, Marine Wake/Burial - non-member	3.0	
Participates in Veteran Burial(s) - non-Marines	3.0	
Supports Marine for Life Program - referred a Marine	1.0	
Supports MCL Foundation - donation	1.0	
Supported a Humanitarian Grant to a local veteran	2.0	
Awarded Scholarship for local area students	2.0	
Awarded Scholarship for family member of Detachment (including MCL Scholarship Program)	2.0	
Participated in local Memorial Day event / parade	2.0	
Participated in local Fourth of July event / parade	2.0	
Participated in local Veterans Day event / parade	2.0	
Participated in local Fair or Town / Community event / celebration	2.0	
National Participation		
National Mid-Winter Conference - member(s) attended	5.0	
National Convention - member(s) attended	5.0	
Southeast Division Convention - member(s) attended	5.0	
Southeast Division Convention - Detachment hosted	5.0	
Membership		
Membership increased (March 31 prior year to March 31 current year roster)	10.0	
Delinquent regular members <10%	10.0	
New members joined Detachment & reflected on roster since March 31 prior year) - 2pts / each	2.0	
New Assoc joined Detachment & reflected on roster since March 31 prior year) - 2 pts / each	2.0	
Awarded at least one Detachment member an award / ribbon since last Dept Convention	2.0	
Awarded Detachment Marine of the Year Award since last Dept Convention	3.0	
Nominated Detachment member for Department Marine of the Year	3.0	
Nominated Detachment member for SE Div Marine of the Year	2.0	
Nominated Detachment member for National Marine of the Year	2.0	
Total Points		

Detachments will be scored for competition in one of two groups - depending on # of paid regular members as of most recent March 31 Roster. Group 1 will consist of Detachments with > 40 members; Group 2 will be 40 members, or less.

All members of the winning Detachment, as reflected on the most recent March 31, Roster will be entitled to wear the Unit Meritorious Citation Award Ribbon.

Detachment Commandants must complete this scoring sheet for their Detachment and submit to the Department Senior Vice 10 working days prior to the Department Convention. Department Staff will validate the scoring and announce the winning Detachments at the Department Convention.



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