



**PAYMASTER TRAINING 2023
DEPARTMENT OF SOUTH CAROLINA**

KEY EVENTS / FILINGS

ONE TIME

1. **EIN** from IRS
2. **South Carolina Secretary of State**
 - a. Register as a Non-profit Corporation
 - b. 501(c)(4)
 - c. Fiscal year-end date = June 30
3. Banking information (Bank name, ABA routing number, account number). [*Notify Dept and National when banking info changes!!!*]

The problem is that the Notice to file is emailed to the email address used when last filed. If that person doesn't respond, you won't receive the notice.

The Paymaster and the Commandant should keep a copy of the last filing confirmation so you know about when the next filing is due. (Otherwise call the SOS office.)

ANNUALLY

1. **Report of Officer Installation (ROI)** [*Submit prior to June 30*]
2. **990-N** with fiscal yearend date of June 30 [*Submit in July*]
 - (990-N if Detachment income less than \$50K, otherwise 990-EZ)
3. **SC Secretary of State** [*Submit when annual notice received*]
4. **Paid Life Member Audit (PLM)** [*Submit prior to September 1*]

EVENT DRIVEN

1. Report of Officer Installation (ROI) (Whenever there is a change in an officer position, you only need to submit the new information).
2. Transmittal Form for Dues Payments, Transfers, Notice of Death, Life Member Application, New Member applications.
3. Notice of Death Form (to Dept Chaplain and Dept Paymaster (along with a Transmittal Form with the NOD code)

The **Paymaster** plays a major role in assuring and maintaining the financial integrity of the Detachment. This officer acts as the *controller* of Detachment funds, and is responsible for the accounting of Detachment revenues and expenditures.

Part of his/her responsibility is keeping officers and members aware of financial status, and ensuring that funds are used properly and within approvals determined by Detachment bylaws and/or policies. Financial reports, fees, taxes, scrutiny of expenditures, and bookkeeping all fall under the purview of the Paymaster.

You don't need Quicken, Quickbooks, or even a spreadsheet to track the finances – but they help immensely. Make sure your accounting, tracking and reports are logical, easy to understand, and accurate.

Pay attention to details.

KEEP ACCURATE FISCAL RECORDS - Financial integrity of an organization begins with accurate bookkeeping and audit trail of financial transactions (revenue and expenditure). There are computer programs, such as Quicken or Microsoft Money, which can greatly assist in the bookkeeping and reporting function. In the absence of computer capability, the Paymaster must record all transactions, dates, amounts, reasons (memo), and balances. Manually, this would include the logging of revenue by cash, checks, and credit card transactions on a columnar sheet, indicating the date received, the amount, a memo as to purpose (i.e. dues, donations and for what purpose, sales, etc.) for expenditures, the recording should include date, check number, amount, purpose, and approval (budget, board resolution, etc.).

Financial records should maintain a running balance to assure liquidity and should be balanced with checking or other financial accounts on a monthly basis. From these records, reports should be generated monthly on financial status.

RESPONSIBLE FOR BANKING AND FINANCIAL ACCOUNTS - The Paymaster is responsible for establishing and maintaining financial and other banking/investment accounts. It is his/her responsibility to assure that transactions are completed, and that the accounts are balanced. The Paymaster, by direction, may move funds between accounts to accomplish Detachment objectives. He/she should also provide information to the Board of Trustees regarding changes in charges, investment and interest rates, and other account related activities that will have a bearing on the Detachment's financial condition. He/she should also provide information regarding options and alternatives for improving financial standing from accounts.

SIGNER ON FISCAL AND BANKING DOCUMENTS - The Paymaster is the primary signer on bank accounts and financial documents, along with the Commandant. These two signers are bonded by Marine Corps League National. It is a suggested and prudent practice that two signers be required for checks and other financial documents, and be so specified in the Detachment by-laws and/or policies/procedures. Regardless of other signers on an account, the Paymaster should always be the primary signer.

MAINTAINS DETACHMENT FINANCIAL RECORDS - The Paymaster is responsible for maintaining, and providing for review upon request from the Detachment Board of Trustees, Audit Committee, and/or Department/National offices, all financial records and reports for the Detachment. Such records normally include records of revenue receipts, expenditure records, checking and financial account statements, and summary reports of financial condition. (Balance sheet, profit and loss, cash flow, etc.).

As a matter of practice, reports of financial condition should be made and reviewed by Detachment officers and/or membership on a scheduled periodic basis.

ACTS AS CONTROLLER OF DETACHMENT FUNDS - The Paymaster is responsible for paying authorized bills, and assures the legitimacy of payment requests and budget and/or board of trustees approvals, prior to releasing funds for disbursement. He/she is also responsible for assuring that proper documentation accompanies requests for payments in the form of invoicing/billing receipts, and approval.

This office acts as the policeman for outflows and expenditures on behalf of the Detachment's membership. He/she therefore has the right to question expenditures if necessary, and not clearly understood by budget or board of trustees' action. The Paymaster should always present a question to the Board of Trustees if there is any doubt about disbursement.

MAKES FISCAL AND FINANCIAL REPORTS AT MEETINGS - Keeping officers and members informed as to financial status is important to establishing and maintaining credibility within the organization. The presiding officer should call on the Paymaster for a report at each business meeting - this report should summarize financial transactions since the last meeting, and provide a balance of accounts. It is suggested that at least quarterly, the Paymaster report to the Board of Trustees in more detail on account status, and provide balance sheet, profit and loss, and cash flow data in writing. By doing so, the officers are aware of status and trends in determining requirements for revenue and/or changes in expenditures.

RECEIVES DUES AND FORWARDS TRANSMITTALS - This job can be shared by the Adjutant, or handled by the Paymaster in its entirety, based on practicality and Detachment practices and procedures. It is extremely important to handle dues and membership transmittals in an expeditious manner - this will be the first impression a new member has of the Marine Corps League - to assure timely receipt of the members card and lapel pin. Dues should be transmitted no less than once per month, preferably following a membership meeting, or other such time each month in which the preponderance of members normally join.

It is equally important that the transmittal forms and monies forwarded are done accurately, and in compliance with Department and National procedures. It is important to review the transmittal instructions, as well as any procedures and policies distributed by Department and National. This will help assure the goal of timely response for membership cards and pins.

HANDLES TAX AND LICENSING FUNCTIONS - Because each Detachment should be incorporated within the state, there will normally be annual forms to be completed from State and/or Federal tax agencies. These forms will request financial data regarding revenues and disbursements, and their primary purpose is to assure that the organization is conforming to the articles of incorporation for a veterans, non-profit organization. The Paymaster is responsible for completing and filing the required information accurately and on a timely basis.

Some Detachments will require licenses for activities, such as sales of merchandise, sale of food and beverage, and other. Licenses for sales, obtained from the State Board of Equalization, are required for retail sales and may require the collection of sales tax to be submitted quarterly to the state. Special licenses for sale of food and alcoholic beverage are generally obtained locally for specific purposes.

The Paymaster is the officer responsible for obtaining permits and licenses, maintaining and filing such licenses, and assuring that any appropriate fees and/or taxes are paid.

ABIDES BY PROCEDURES OF THE DETACHMENT, DEPARTMENT, AND NATIONAL - The Paymaster job invokes disciplines to ensure the financial integrity and credibility of the Detachment and the Marine Corps League. The Paymaster should be thoroughly familiar with the bylaws pertaining to financial matters, and policies and procedures that deal with financial transactions and reports. He/she should be familiar with accounting and bookkeeping practices that will assure this integrity.

OTHER - Other duties of the Paymaster may include:
Providing membership information to the Adjutant, Commandant, Jr.
Vice Commandant and other Detachment officers as required

Providing copies of National membership and financial status reports to the Adjutant, Commandant, Jr. Vice Commandant, and other Detachment officers as required
Notify Officer Board immediately on financial issues, and returned checks

If a loan program to members and/or Marines has been established by the Detachment, the Paymaster will be responsible for issuing notes, gaining approvals, monitoring payments, and advising the Officer Board.

Serves as a member of the finance committee audit committee and budget committee

Assists the elected officer responsible for revenues and budgets

Assists in the completion of audits and responds to any written audit exceptions

May develop and maintain forms that are used for recording and maintaining financial information

ADJUTANT/PAYMASTER

Some Detachments may choose to combine the officer jobs of the Adjutant and Paymaster. This does not diminish the requirements for either job - the characteristics, accountabilities and responsibilities are all combined into one. Therefore, the combined descriptions from above apply.

DEFINITIONS

GOOD STANDING: MCL AP Ch 7, Section 7030

A Member in Good Standing means that the Member is up to date on their Membership Dues; and not be in Debt to the Detachment, Department or the National Organization. The Member must not have any Grievance or Disciplinary Charges, as defined in Chapter Nine of the National Administrative Procedures, pending against them.

NOT IN GOOD STANDING: MCL AP Ch 7, Section 7035

Members not in good standing are subject to the restrictions defined in the Detachment's and Department's bylaws, and unless stated therein otherwise:

(1) No longer have the right to participate in any detachment meeting of any Marine Corps League organization. At the discretion of the Commandant, they could be allowed to attend as a guest and thus be "authorized to attend" as stated by the Sergeant-at-Arms at the opening of every meeting.

(a) The Paymaster will provide a list of the members not in good standing to the Sergeant-at-Arms.

(b) The Sergeant-at-Arms will make note of members who attend the meeting who are named on the list provided by the Paymaster.

(2) At the discretion of the Commandant or Presiding Officer of the meeting, when the member provides full dues payment to the Paymaster prior to the meeting's opening, they become a member in good standing.

b. ***Elected or appointed officers not in good standing shall relinquish their title.*** At the opening of the meeting, the Commandant or Presiding Officer shall announce after Chaplain's prayer before any other business transpires, that the elected or appointed office is now vacant. Furthermore, the Commandant or Presiding Officer:

(1) Shall announce that during this meeting a member in good standing shall be appointed to fill that vacated office as prescribed in the detachment's bylaws and or administrative procedures.

(2) Shall authorize the Sergeant-at-Arms or Adjutant to acquire within three (3) days any and all books, records, and other property of the detachment for which the office of being vacated. These items shall then be delivered to the newly appointed member to that vacated office. At the successful completion of the transfer of items, the Sergeant-at-Arms or Adjutant shall report to the Commandant at the next meeting of the organization when these actions took place.

c. The Sgt at Arms, when reporting that all present are qualified to remain will add the number of members who cannot participate in any detachment deliberations.

d. If the member subsequently regains their membership in good standing before being taken off the National rolls, they will have all their member rights reinstated. The vacated elected or appointed office position will not be automatically reinstated. Detachment procedures for electing or appointing officers are then to be followed.

DELINQUENT: MCL AP Ch 7, Section 7035

Dues not paid up to date, A Delinquent Member may not hold an Office, either Elected or Appointed, and may not Vote on any issue or motion. A Delinquent Member may not be Transferred.

Such member shall be retained in the delinquent status for a maximum one year, during which time the member may erase this status by making payment of all dues in arrears and all dues current and provided that the member is not indebted to the member's Detachment, Department, or to National Headquarters.

b. ***Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls.*** The member may be restored to "good standing" status by:

(1) Submitting a transmittal accompanied by ALL past dues which have accumulated during the entire period of the applicant's delinquent status, or

(2) Submitting a standard application and standard transmittal form with a code of R/I and the applicable renewal fee as currently established, or

(3) Submitting the following:

(a) A statement from the Detachment Commandant verifying the member has been informed and understands that their original enrollment date will be deleted, and all past dues removed. This effectively creates a new join date for Marine Corps League tenure, and (b) A statement from the Detachment Commandant that the Member has not committed a felony during the delinquency period. If a felony was committed, a signed statement from the delinquent member that he/she agrees to waive their rights under the Privacy Act and disclose the nature of the felony conviction for consideration of reinstatement in the Marine Corps League, and

(c) A statement from the Detachment Commandant that the Member does not have a pending Chapter 9 case or is currently suspended by the Maine Corps League or has been expelled by the Marine Corps League, and

(d) A standard transmittal form with a code of R/I, and

(e) The applicable renewal fee as currently established. (REV 2021)

c. No delinquent member may be transferred.

ROBERT'S RULES OF ORDER NEWLY REVISED: (Currently 12th Edition)

MCL BL Art IV, Section 425; MCL BL Art VIII, Section 860; BL Art IX, Section 960

The MCL National Bylaws specify that the Parliamentary Authority for the National Organization (which includes the Divisions), the Departments and the Detachments is the current edition of Robert's Rules of Order Newly Revised subject to the specific restriction.

RIGHTS OF MEMBERS - MCL BL-Art V, Sections 505 & 510

MEMBERS IN GOOD STANDING have certain Rights that must be honored, to include but are not limited to; Speak on the Floor; Make or Second Motions; Vote on Motions and other issues; Nominate and Vote on Organizational Officers; Hold Elective or Appointed Officer positions.

RIGHTS OF DELINQUENT MEMBERS: In accordance with Robert's Rules of Order Newly Revised as the Parliamentary Authority states that a Delinquent Member does not lose any stated Rights as long as they are still listed on the rolls of the organization, unless certain rights are restricted by the organization's Bylaws. **The MCL Bylaws indicate that a member who is not in Good Standing may not Vote on any Issue, Motion or Election or hold any Office. This would still allow them to attend Meetings and be allowed to speak on the Floor.**

REMOVAL OF MEMBER FROM DETACHMENT ROLLS - MCL BL Art V, Section 525

Once a Member has been accepted and is on the Detachment Rolls, they can only be removed by one of the reasons stated in the cited Section 525.

MEMBERSHIP LISTING (ROSTER) MCL BL Art V, Section 530.

The membership listing of the MCL is proprietary information and under the direct control of the National Headquarters of the MCL. The membership listing will not be sold, leased, copied, loaned or assigned. Detachment Paymasters or other officers may request a current copy of the roster from the Department Paymaster at any time.

MEMBERS-at-LARGE

All applicants who submit applications on line or via mail for Regular Membership as a Member-At-Large must include a DD-214 that includes nature of discharge, establishing their eligibility for Regular Membership as set forth in the National Bylaws, Article V, Section 500. Applications for Member-At-

Large will not be accepted for Associate Membership; however, current Associate Members in a detachment may make a transfer request to Member-At-Large. Members-at-Large in good standing may transfer to a Detachment by following the normal Request for Transfer process. Detachment members in good standing may transfer to become a Member-at-Large.

Compliance

Compliance Status by Detachment - 4/11/23

Det #	Det Name	Paid	Unpaid	EIN	Charity ID	Sec'y State	990-N	ROI	Life Audit
#410	<i>Julian D. Dusenbury</i>	44	5	90-0284458	C12389	Exempt 2/14/23	6/30/2022	5/11/2023	9/10/2022
#803	<i>Low Country</i>	57	15	57-1054160	P29796	Registered	6/30/2022	4/28/2023	9/10/2022
#829	<i>Palmetto Marines</i>	60	1	57-1003476	P13088	Registered	6/30/2022	3/11/2023	9/10/2022
#873	<i>Grand Strand</i>	55	25	57-1001666	P4892	Exempt 1/18/23	6/30/2022	4/17/2023	9/10/2022
#939	<i>James Hammons</i>	61	15	57-1037083	P13087	4/11/2023	6/30/2022	4/17/2023	8/31/2022
#1105	<i>Diversi Kennemore</i>	78	7	82-0556477	P37707	Exempt 1/18/23	6/30/2022	5/4/2023	7/26/2022
#1106	Upstate Marines	44	3	55-0795092	P14535	Exempt 1/18/23	6/30/2022	4/19/2023	8/15/2022
#1112	<i>Lakelands Marines</i>	37	7	75-3111041	P14535	Exempt 4/11/2023	6/30/2022	2/17/2022	10/6/2022
#1123	<i>Olde English Leathernecks</i>	65	3	57-1159091	P13200	Registered	6/30/2022	4/11/2023	8/22/2022
#1131	<i>Lewis G. Watkins</i>	40	1	56-2369941	P11254	Exempt 1/18/23	6/30/2022	6/21/2022	8/10/2022
#1132	<i>Riverfront Marines</i>	43	2	27-0056294	P13086	Exempt 1/18/23	6/30/2022	4/13/2023	9/17/2022
#1134	<i>Hutchings/Caldwell</i>	48	0	77-0598015	P13187	Exempt 1/18/23	6/30/2022	5/9/2023	9/19/2022
#1141	<i>H. E. "Speedy" Wilson</i>	54	7	41-2103127	P11122	Exempt 1/18/23	6/30/2022	2/2/2023	8/23/2022
#1145	<i>James Howe-Luke Cisson</i>	17	0	56-2392663	P13117	Exempt 1/18/23	6/30/2022	3/6/2023	9/10/2022
#1146	<i>Kershaw County Leathernecks</i>	42	0	20-0339313	P13066	Exempt 1/18/23	6/30/2022	3/10/2023	8/23/2022
#1154	<i>Yellow Footprints</i>	72	11	13-4270690	P13024	Exempt 1/18/23	6/30/2022	3/10/2023	10/1/2022
1169	Lancaster County Leathernecks	34	3	42-1633052	P12493	Exempt 1/18/23	6/30/2022	4/26/2023	7/28/2022
#1194	<i>Broad River Leathernecks</i>	49	1	20-2556910	C13120	Exempt 1/18/23	6/30/2022	3/3/2022	9/10/2022
#1202	<i>Sumter</i>	45	8	71-0980837	P13118	Expired 4/11/23	12/31/2021	4/4/2022	9/3/2022
#1219	<i>Greater Pee Dee Devil Dogs</i>	23	4	42-1683786	P39036	Exempt 1/18/23	12/31/2022	3/28/2022	8/1/2022
#1227	<i>Barnwell County Leathernecks</i>	25	2	20-4250042	P70311	Exempt 4/11/2023	6/30/2022	3/24/2023	8/5/2022
#1259	<i>Greater Orangeburg Leathernecks</i>	11	0	01-0880428	P14488	Registered 1/18/23	6/30/2022	No Record	8/2/2022
#1432	Little River Detachment	31	4	81-1542797	P34566	Registered 1/18/23	6/30/2022	4/18/2023	10/14/2022

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Charities

Charitable organizations are governed by the Solicitation of Charitable Funds Act found in [S.C. Code of Laws Title 33, Chapter 56](#). All charitable organizations that solicit contributions or have contributions solicited on their behalf must register with the Secretary of State's Office prior to any solicitation activity and on an annual basis unless they fall under one of the statutory exemptions from registration.

A charitable organization that is required to register with the Secretary of State's Office must submit a [Registration Statement for a Charitable Organization \(PDF\)](#) each year. In addition, a charitable organization must submit the [Secretary of State's Annual Financial Report Form \(PDF\)](#) or the IRS Form 990, 990-EZ or 990-PF each year. Charities can file registrations and financial reports online. **Start the online filing process.**

- For entities that are not required to file with the Secretary of State, see [S.C. Code of Laws §33-56-20](#).
- For entities that are exempt from registration with the Secretary of State, see [S.C. Code of Laws §33-56-50](#). An entity that is exempt from registration must file an [Application for Exemption \(PDF\)](#) with the Secretary of State on an annual basis. **If at any time the charitable organization no longer qualifies for an exemption, it must immediately register as a charitable organization.**

Non-compliance with the Solicitation of Charitable Funds Act, including but not limited to failure to submit a registration, registration exemption, or financial report when due, will result in the assessment of

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Before You File Online

The South Carolina Secretary of State's Office has made enhancements to its online filing system for charities, professional fundraising companies, counsels and commercial co-ventures. Enhancements to the system include the following:

- The single password to complete all filings per organization
- All letters are emailed using standard PDF format
- Account access at any time during the year
- File charity financial report extensions online
- Pay fines online
- Update contact information, physical address, and officer/board member information between registration periods
- Update dba's or organization name between registration periods
- Upload documents between registration periods

This [Account and Password Setup \(PDF\)](#) document contains important information and instructions to assist you in creating your account with our office.

To File Online

Payment may be made using credit/debit cards bearing the Visa, MasterCard, Discover, and American Express logos. If you are unsure how to answer a question, please use the help icon which is located on each step beside the answer. Once the Registration Statement has been submitted, a confirmation letter will be sent to the person listed in the contact screen by email or by mail if no email address is provided.

If you would like a copy of your online Registration Statement, please use the "View Form" button in the Fees window once you submit your registration. All organizations must be up to date on financial report filings or extension requests. If there are any outstanding reports due, you will be required to file them before completing the registration. **Begin the [online filing process](#)**

Click it
again

Charities, PFRs, and
Raffles



[File Online Today](#)



South Carolina

Secretary of State

Mark Hammond



Charity, Raffle, and Fundraiser Registration

**If you know the user name and password, click
Renew/Account Login.
Otherwise, Register Organization**

Register Organization

Renew/Account Login

If your organization has never registered with the public charities division, please use the Register Organization button. All others should use the Renew/Account Login button.

Note: You will be filing the form **Application for Exemption
When you go through this process**

**SOUTH CAROLINA
SECRETARY OF STATE
PUBLIC CHARITIES DIVISION**

ANNUAL APPLICATION FOR REGISTRATION EXEMPTION

Filing Instructions

- Pursuant to Section 33-56-50 of the South Carolina Code of Laws, failure to complete all sections of this form may cause your application for exemption to be returned to you and may result in a possible violation and/or fine.
- Please contact our office with any questions regarding this form at 803-734-1790 or email charities@sos.sc.gov.
- Mail to South Carolina Secretary of State, Attn: Public Charities, 1205 Pendleton St., Suite 525, Columbia, SC 29201.
- **There is no fee for the filing of this application.**

Name of Organization: _____

Check one: Initial Registration Renewal

Application for Current Fiscal Year _____ to _____
(mo/day/year) (mo/day/year)

Enter Federal Employer's Identification Number: _____ - _____ Charity Public ID: _____
(If applicable) (Renewal only)

EXEMPTION QUALIFICATION (S.C. Code Section 33-56-50)

Select **ONE** of the following bases for exemption under section A or B, not both. If none of these qualifications for exemption applies to your organization, you must submit a registration statement for a charitable organization.

A. Fundraising activities are not conducted by professional solicitors, professional fundraising counsel, or commercial co-venturers and you are:

- (1) an educational institution which solicits contributions from only its students and their families, alumni, faculty, friends, former constituencies, trustees, corporations, foundations, and individuals who are interested in and supportive of the programs of the institution; **NO**
- (2) a person requesting contributions for the relief of an individual specified by name at the time of the solicitation, when contributions collected, without deductions of any kind, are turned over to the named beneficiary for his or her use, as long as the person soliciting the contributions is not a named beneficiary; **NO**
- (3) a charitable organization which (a) does not intend to solicit or receive contributions from the public in excess of \$20,000.00 in a calendar year and (b) has received a letter of tax exemption from the Internal Revenue Service, if all functions, including fundraising activities, of the organization exempted pursuant to this item are conducted by persons who are compensated no more than \$500.00 in a year for their services and no part of their assets or income inures to the benefit of or is paid to an officer or a member. Please provide a copy of any determination letter recognizing the charitable organization's tax-exempt status from the Internal Revenue Service and any changes, amendments, or revocations to that letter; **NO**
- (4) an organization which solicits exclusively from within its own membership, including utility cooperatives; **NO**
- (5) a veterans' organization which has a congressional charter;
- (6) the State, its political subdivisions, and any agencies or departments thereof which are subject to the disclosure provisions of the Freedom of Information Act.

B. Regardless of whether your fundraising activities are conducted by professional solicitors, professional fundraising counsel, or commercial co-venturers and you are:

- (1) a public school district located in the State and any public school teaching pre-K through grade twelve located within the public school district; **NO**
- (2) a charitable organization that does not intend to solicit or receive contributions from the public in excess of \$7,500.00 during a calendar year; **NO**

1. Legal Name of Organization: _____
 - a. Doing Business As (DBA) Names: _____
(If applicable)
 - b. Former Names Used by the Charity: _____
(If applicable)
 - c. Organization's Website: _____
(If applicable)
 - d. Please provide a contact person for your organization:

Name	Title
Address, City, State, Zip Code	
Daytime Phone	Email
2. Physical address of your organization: _____
Street Address, City, State, Zip Code
3. Purpose for which this organization was formed: _____
4. All organizations completing this form must provide the names of any professional solicitors, professional fundraising counsel, or commercial co-venturers conducting fundraising activities for the organization. (Check one)
 - Organization does not use professional solicitors, professional fundraising counsel, or commercial co-venturers.
 - List of professional solicitors, professional fundraising counsel, or commercial co-venturers is attached.
5. **School Districts:** Please provide a list of schools and any student organization within the schools that do not maintain separate financial accounts or a separate federal Employer's Identification Number (EIN) from the school and whose fundraising revenues are deposited in the school's student activity fund.

I certify that the information furnished in this application and all attached supplementary information is true and correct to the best of my knowledge, information and belief. I understand that the giving of false or incorrect information may constitute a misdemeanor carrying a penalty upon conviction of a fine of not more than two thousand dollars or imprisonment for not more than one year, or both, for a first offense. A second or subsequent offense may constitute a felony carrying a penalty upon conviction of a fine of not more than five thousand dollars or imprisonment of not more than five years, or both.

CHIEF FINANCIAL OFFICER / TREASURER

Print Name

Signature

Date

Mailing Address

City, State, Zip

Phone Number

CHIEF EXECUTIVE OFFICER / PRESIDENT

Print Name

Signature

Date

Mailing Address

City, State, Zip

Phone Number



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Mark Hammond

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Marine Corps League, Detachment 1169

Public Id: P12493

Kevan Waiters , CEO

3207 KENDALL TRCE

INDIAN LAND, SC 29707-5839

When you are done, you want to see this

Status: Exempt. This organization is not required to file annual financial reports. For information about exemptions refer to the [Solicitation of Charitable Funds Act](#).

Not this

Status: Expired

There is a \$2,000 fine for failing to file for the Exemption or register as a non-profit organization.



State of South Carolina
Office of the Secretary of State
The Honorable Mark Hammond

10/14/2022

Department of South Carolina Marine Corps League, Inc.
MR. Jerry L Holt
3207 KENDALL TRCE
INDIAN LAND, SC29707-5839

RE: Exemption Confirmation

Charity Public ID: P6755

Dear MR. Jerry L Holt :

*This is the letter you will receive
confirming acceptance.*

This letter confirms that the Secretary of State's Office has received and accepted your Application for Exemption. **If you submitted your Application for Exemption using the Charities Online Filing System, this letter of confirmation has been issued pending further review by Division of Public Charities staff.**

The exemption for your charitable organization will expire on 11/15/2023. If any of the information on your Application for Exemption form changes throughout the course of the year, please contact our office to make updates. It is important that this information remain updated so that our office can keep you informed of any changes that may affect your charitable organization. Additionally, if at any time your charitable organization no longer qualifies for an exemption, the organization must immediately register with the Secretary of State's Office. Please note that failure to comply with the registration provisions of the Solicitation of Charitable Funds Act may result in fines of up to \$2,000.00 for each separate violation.

If you have any questions or concerns, please visit our website at www.sos.sc.gov or contact our office using the contact information below.

Sincerely,

Kimberly S. Wickersham
Director, Division of Public Charities



Google search for IRS 990-N
User Guide

IRS Form 990-N Electronic Filing System (e-Postcard)

Your Fiscal Year ends June
30 (not December 31)
File your 990-N every July

User Guide

IRS will revoke your non-profit status on the 3rd year you fail to file.

National bylaws require annual filings.

IRS re-instatement fee is \$600 – not including legal / professional fees.

If revoked, you must file long form for each year missed.

MARINE CORPS LEAGUE DOCUMENTS

FORMS

Always check the Marine Corps League Library for the current version of a form. The forms may be completed online and downloaded so the data is readable. The Library site is www.mcleaguelibrary.org. This site does not require a password. Here is a current list of forms available:

DETACHMENT DOCUMENT LINKS

[Form - Annual Report](#)

[Form - Notice of Death](#)

[Form - Notice of Death Fillable](#)

[Form - DETACHMENT Report of Officer Installation \(ROI\)](#)

[Form - Transfer Request](#)

[Form - Transmittal - Long](#)

[Form - Transmittal - Short](#)

[Form - DEPARTMENT Report of Officer Installation \(ROI\)](#)

MEMBERSHIP DOCUMENT LINKS

[Application for Membership](#)

[Oath of Membership](#)

[Form - Order from Store](#)

[Paid Life Membership \(PLM\) Increase Notice](#)

[Form - Transfer Request](#)

[Guidebook for Recruiting, Retention, & Marketing](#)

[Guidebook to Starting a Detachment](#)

1. DUES TRANSMITTAL

THE DUES TRANSMITTAL HAS TWO VERSIONS ON THE NATIONAL WEB SITE

- A. SHORT FORM - THE SHORT FORM MAY CONTAIN UP TO 6 ENTRIES. THIS IS USUALLY SUFFICIENT FOR A SINGLE TRANSMITTAL SUBMISSION.
- B. LONG FORM- MAYCONTAIN UP TO 51 ENTREES. MUCH MORE "LABOR INTENSIVE" THAN THE SHORT FORM. **(Please avoid this version)**
- C. TRANSMITTAL FORM INSTRUCTIONS
- D. IF MORE THAN 6 ENTRIES ARE REQUIRED, 2 OR MORE COPIES OF THE SHORT FORM ARE RECOMMENDED.

MARINE CORPS LEAGUE MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM

FROM: DETACHMENT: _____ DETACHMENT # _____
 TO: National Adjutant/ Paymaster, P.O. Box 1990, Stafford VA 22555-1990

VIA: Department Paymaster *PLEASE READ CAREFULLY*

Date: _____

1. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.
2. Enclose separate dues payment checks; one (1) payable to National HQ, MCL, Inc. and one (1) payable to your Department
3. Include Date of Birth for all NEW applicants (mandatory for PLMs).
4. STAPLE ORIGINAL-SIGNED APPLICATION FORMS TO TOP COPY (applications cannot be accepted without attached application forms).
5. You may use a supplemental spreadsheet if you have more than six members renewing at one time. Please include information needed from this form.

Transmittal # _____
 (Start new sequence on July 1 each fiscal year)

Use format DDDD-YY-NNN-PPP
 where DDDD = Det #; YY = Year;
 NNN= Sequence #; PP = # pages

MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI	# of Years Paying	
PLM #	<input type="checkbox"/>	**	STREET ADDRESS	CITY	ST	ZIP + 4	Prior Expiration
PROFILE ID #				TELEPHONE NUMBER	DATE BIRTH / DEATH		

Check this box if no address or contact changes

Include DOB/death; email & phone #'s

Life Member applications:

1. If their dues are current, do not include Dept dues with application.
2. If not current, they must renew first, (include Dept dues), then apply. You may include both transactions on same transmittal.
3. New member applicants may immediately apply for Life Membership. Two separate transactions on same transmittal.

Submit one single check – payable to MCL – Dept of SC, combining amount due to National and Dept

Type in the quantity. Let the form do the calculations.

If multiple pages, enter the totals on only the first page.

NATIONAL DUES ONLY		Check #	Amount
R	Renewal \$20.00	_____	0.00
N	New Member	_____	_____
RAM	Renewal Associate	_____	_____
NAM	New Associate \$25.00	_____	0.00
RDM	Renewal Dual \$20.00	_____	0.00
NDM	New Dual \$25.00	_____	0.00
N*	March 1st-June 30th \$15.00	_____	0.00
NAM*	March 1st-June 30th \$15.00	_____	0.00
NDM*	March 1st-June 30th \$15.00	_____	0.00
Life Member by age:			
L	35 and under \$500	_____	0.00
L	36 to 50 \$400	_____	0.00
L	51 to 64 \$300	_____	0.00
L	65 and over \$200	_____	0.00
National Dues \$		_____	0.00

Pay attention to date & rates for new member applications

NAM* March 1st-June 30th \$15.00

<p>Department Dues</p> <p>Check # _____</p> <p>Total \$ _____</p> <p>Received at Department</p> <p>Date: _____</p> <p>Received at National HQ (Date/Time Stamp)</p>	<p>DEPARTMENT PAYMASTERS NAME/SIGNATURE</p> <p>TRANSMITTAL RETURN EMAIL</p> <p>ADDRESS</p> <p>CITY ST ZIP + 4</p> <p>DEPARTMENT PAYMASTERS NAME</p> <p>EMAIL PHONE NUMBER</p>
--	---

T= Transfer
 R/I=Reinstate
 FILL OUT ALL FIELDS AND SEND TO DEPARTMENT PAYMASTER W/ FEES
 DEPARTMENT PAYMASTER FORWARD TO HEADQUARTERS

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 All other use is prohibited.

Shaded area are for National HQ use only. *For members who join between March 1st and June 30th of each year.

Marine Corps League

Notice of Death

_____ of the _____
(Member Name) (Detachment Name)

Detachment # _____, Department _____ Marine Corps League, did answer his/her Final Earthly Roll Call on _____
(Date of Death)

The deceased is survived by _____,
(Name) (Relationship)

who resides at _____,
(Address) (City)

_____ (State)
Membership Number _____ PLM Number _____ (If Applicable)

Remarks:

A sympathy card will be sent _____ (60) days from the date of

Date _____

Submitted by _____
(Chaplain)

Email Address _____

Instructions:

- 1) Detachment Chaplain fills out the form then sends a copy to the Department Chaplain retaining a copy for detachment records.
- 2) Department Chaplain sends a copy to the Marine Corps League National Headquarters and National Chaplain retaining a copy for department records.
- 3) Detachment Paymaster must attach this form when submitting a Notice of Death via Transmittal.

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For official use by the Marine Corps League. All other use is prohibited.

Detachment Chaplain should initiate and send copy to Paymaster and Dept Chaplain

Detachment Paymaster must submit form along with a Transmittal using the NOD code

Delinquent annual members will drop off your roster if they are delinquent more than one year.

Life members who have disappeared may require research of obituaries. NOD or Transfer is the only way to remove from roster. (One reason why it's important to record DOB for your members).

Marine Corps League

Request for Transfer

Section 1 (To be completed by the transferring member.)

(Member Name) Member # _____

PLM # _____
(if Applicable)

Address _____ City _____

State _____ Phone _____

Email Address _____
(Write None if you don't use email.)

I hereby request that my membership as a _____ Regular _____ Dual _____ Associate _____ Member at Large
be transferred to _____
(Detachment name and number.)

from _____
(Detachment name and number, member at large leave blank.)

Signature _____ Date _____

Section 2 (To be completed by the losing detachment's commandant, does not apply to a Member at Large.)

The above member is in _____ good standing or is _____ delinquent.

Membership expiration date is _____

The member _____ is or _____ is not indebted to this detachment. (If indebted explain on reverse side.)

Transfer of this member is _____ approved _____ disapproved.

Signature _____ Date _____

Detachment _____

Section 3 (To be completed by gaining detachment's commandant)

I have reviewed the foregoing information and I _____ approve or _____ disapprove the transfer of
this member.

Signature _____ Date _____

Detachment _____

Section 4 (For Dual Members)

I certify that I am a Dual Member and I hereby request that my voting rights for Department and
National Conventions be transferred to _____,
Department of _____
(Detachment name and number.)

Signature _____ Date _____

Instructions:

1) Complete section 1 & 4 (if applicable) of the form the form and forward to current Detachment Commandant. Detachment Commandant signs and forwards to gaining Detachment Commandant. Gaining Detachment forwards to Department with Dues Transmittal Form. Department forwards Transfer and Transmittal Forms to National Headquarters.

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Marine Corps League

Report of Officer Installation - Detachment

Detachment _____

(Name)

Note: There are two versions: One to install Detachment Officers; another to install Department Officers. Use the correct form.

Federal EIN _____

Incorporation ID No. _____

Date of Incorporation _____

(Date of Election)

(Place of Installation)

(Installation Date)

Get this info from the last page of your roster.

Complete this form BEFORE the installation so it's ready for the installing officer to sign. Submit to the Dept Adjutant and Dept Paymaster.

must be installed to be li

OFFICE Elected / Appointed	MBR#	PROFILE ID	INCUMBENT (Include NAME & ADDRESS)	EMAIL	PHONE
Commandant					H C
Senior Vice Commandant					H C
Junior Vice Commandant					H C
Judge Advocate					H C
Junior Past Commandant					H C
Adjutant					H C
Chaplain					H C
Sgt-A					H C
Mar.					H C
					H C

Don't assume that an individual's dues are paid. Verify it on your roster. If not paid, they cannot be installed.

Complete all contact info. Do not use one common phone # or address for officers

Be sure to include Member # and Profile #. (from your Detachment roster)

Except for the initial annual installation, you only need to submit changes in positions.

Be sure to these blocks. This info shows up on the last page of your roster and on the Detachment Locator.

Must be submitted annually prior to June 30 – or whenever there is a change in an officer position.
National Bylaw Section 600: Detachment Charter may be suspended or revoked due to failure to file.

Date, Time & Place of Detachment Meeti

Detachment Renewal Dues (This amount is the total of Detachment, Department & 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 Membership Supervisor and Division NVC, retaining a copy for department records. Membership Supervisor is JD Foster. Email: jfoster@mcleague.org

**Marine Corps League
Life Interest Check Edit List for
Fiscal Year: 2022**

Member #	Profile ID	Name	Life Number	Life Join Date	Eligible	Taps	Member Since
SEDIV SOUTHEAST DIVISION							
SC DEPARTMENT OF SOUTH CAROLINA							
Detachment: 1169 LANCASTER COUNTY LEATHERNECKS							
366072	208661	AUSTIN, JAMES					08/12/2020
363139	52871	BAKER, JIMMY					10/01/2019
X363138	52872	BRAZZELL, ROBERT					10/01/2019
343168	52856	BROWN, PRESTON					06/02/2015
206088	52873	BUSH, LESTER					03/01/2006
225044	52875	COTTONE, FRANK					12/10/2008
X319299	52876	CRUMPLER, JAMES					09/22/2006
239639	52877	DARUK, DARUK					01/13/2016
217367	52878	DAVIS, JOHN					08/06/2007
233177	52879	EGGER, GERARD					04/19/2010
X349839	52880	EGGER, MAUREEN					10/21/2016
219485	52881	EUBANKS, MICHAEL	51687	07/08/2009	Y		12/12/2007
350767	52882	FRANCIS SR, SILBERIO	63094	11/14/2018	Y		12/20/2016
197258	52883	FRANGENBERG, DON	42190	12/15/2004	Y		01/06/2005
206732	52884	GOODE, PAUL					04/01/2006
191857	52885	GRIFFIN, EMSLEY					03/01/2004
X350278	52886	GRIFFIN, MARTHA					11/18/2016
191855	52887	HELMS, BILLY					03/01/2004
199530	52869	HELMS, TERRY					11/14/2018
337815	52888	HODGES, TOM					05/30/2014
328720	52375	HOLT, JERRY					
343291	52890	JONES, LAWRENCE					06/16/2015
350277	52870	JONES, MICHAEL					11/18/2016
190939	52862	KILLIAN, JOHN					02/01/2004
197260	52891	KNIGHT, WAYNE					12/01/2004
356985	52892	LANGSTON, THOMAS					05/02/2018
191856	52894	LLOYD, CRAWFORD					03/01/2004
226134	52895	MULCAHY, SEAN					02/12/2009
085290	52896	PAUL, ROBERT					05/01/1990
351230	52473	PHILLIPS, CEDREA					02/01/2017
191866	52898	ROBINSON, ERNEST					03/01/2004
191865	52900	SNIPES, KENNETH	55078	04/25/2012	Y		03/01/2004
X346427	52866	SPENCER, ROBERT					02/16/2016
X348974	52902	SWEET, WANDA					08/29/2016
R219165	219165	Thomas, Robert					12/02/2021
191868	52903	WAITERS, KEVAN	42188	12/15/2004	Y		03/01/2004
362529	52904	WALKER, KAC					07/29/2019
191869	52905	WHITE, TOM	42189	12/15/2004	Y		03/01/2004
R217661	217661	Wilcox, Charles					11/04/2021
191870	52906	WILLIAMS, JAMES	48251	05/03/2007	Y		03/01/2004
Total Eligible Life Members for 1169 LANCASTER COUNTY LEATHERNECKS						25	Certified to be correct
Total Non-Eligible Life Members for 1169 LANCASTER COUNTY LEATHERNECKS						4	
Total Life Members for 1169 LANCASTER COUNTY LEATHERNECKS						29	Commandant 7/26/22

Purpose: To enable your Detachment to receive payment for Life Members. Usually distributed early summer.

Annotate changes by member (xfer, death, resignation, etc. Include reason & date, if known.

Who is eligible? **Regular** Life Members (not Associate Members) – **after** their 2nd anniversary of becoming a Life Member.

This is key...

1. Include statement "Certified to be correct";
2. Both Commandant and Paymaster must sign and date.
3. Mail (or scan and email to Dept Paymaster
4. **Prior to September 1 each year.**

This is not printed on the form. You need to add it and sign / date anywhere near the end of the form.

Certified to be correct

Paymaster 7/26/22

Certified to be correct

Commandant 7/26/22

As of: 05/30/2023

Division: SEDIV SOUTHEAST DIVISION
Detachment: 1169 LANCASTER COUNTY LEATHERNECKS

Department ID: 44248

Department: SC DEPARTMENT OF SOUTH CAROLINA
Detachment ID: 44391

UnPaid: 3

Profile ID	Member	Address	City	St	Zip	MemberID	Life Number	Life Join Date	Mbr Since	Paid
			WAXHAW	NC	28173	337815			05/30/2014	N
			Waxhaw	NC	28173-8401	R219165			12/02/2021	N
			Lancaster	SC	29720-9012	R217661			11/04/2021	N
Notes Non-voting Multiple Member										
Detachment ID: 44391										
			LANCASTER	SC	29720	366072	L208661	11/04/2021	08/12/2020	Y
			LANCASTER	SC	29720	363139	L52871	11/04/2021	10/01/2019	Y
			LANCASTER	SC	29720	X363138	XL52872	11/04/2021	10/01/2019	Y
			GREAT FALLS	SC	29055	343168	60061	04/22/2016	06/02/2015	Y
			LANCASTER	SC	29720	225044	51688	07/08/2009	12/10/2008	Y
			LANCASTER	SC	29720	X319299	46481	11/15/2006	09/22/2006	Y
			FT MILL	SC	29707	239639	59871	01/13/2016	01/13/2016	Y
			Lancaster	SC	29720	R230669			07/28/2022	Y
			INDIAN LAND	SC	29707	217367	51707	07/21/2009	08/06/2007	Y
			CAMDEN	SC	29020	X349839			10/21/2016	Y
			LANCASTER	SC	29720	219485	51687	07/08/2009	12/12/2007	Y
			LANCASTER	SC	29720	350767	63094	11/14/2018	12/20/2016	Y
			LANCASTER	SC	29720	197258	42190	12/15/2004	01/06/2005	Y
			LANCASTER	SC	29720	206732	48000	03/14/2007	04/01/2006	Y
			LANCASTER	SC	29720	191857	42180	12/15/2004	03/01/2004	Y
			LANCASTER	SC	29720	X350278	L52886	07/09/2022	11/18/2016	Y
						55	42184	12/15/2004	03/01/2004	Y
						20	56219			Y
						873	L233873	05/03/2023	03/22/2023	Y
						91	60064	04/22/2016	06/16/2015	Y
						60	45589	07/20/2006	12/01/2004	Y
			LANCASTER	SC	29720	356985	62531	09/05/2018	05/02/2018	Y
			LANCASTER	SC	29720	191856	42185	12/15/2004	03/01/2004	Y
			LANCASTER	SC	29720	226134	52411	03/02/2010	02/12/2009	Y
						90	6366	05/25/1990	05/01/1990	Y
						30			02/01/2017	Y
						66	55079	04/25/2012	03/01/2004	Y
						246			11/07/2022	Y
			LANCASTER	SC	29720	191865	55078	04/25/2012	03/01/2004	Y
			LANCASTER	SC	29720	X348974			08/29/2016	Y
			HEATH SPRINGS	SC	29058	191868	42188	12/15/2004	03/01/2004	Y
			LANCASTER	SC	29720	362529	L52904	10/12/2022	07/29/2019	Y

Focus on these members. Mail them a postcard or letter with prepaid return envelope. Request their dues payment (specify how much).

These members will drop off your roster if they are delinquent for more than one year.

To reinstate them, they must pay all back dues, or use an R/I Code on the transmittal; submit a new application; pay the current dues for a new member – including the \$5 initiation fee. They will receive a new “join” date.

Dues for all non-Life Members expire August 31. Start collecting / submitting dues payments early. Consider mailing letters / postcards requesting payment.

If address or phone number is incorrect, use the Member Portal – don't submit a Change of Address on the Transmittal Form

Paid: 34

Marine Corps League

Amount on Dues Notice: \$35.00

Detachment: 1169 LANCASTER COUNTY LEATHERNECKS

Profile ID:44391

Installed: 04/25/2023

Detachment Dues: \$12.00

	PLM	Paid	Total Paid	Unpaid
Regular	26	3	29	3
Associate	3	2	5	0
Multiple	0	0	0	0
Total	29	5	34	3
Voting	29			

Dues Information

Amount Shown on Dues Notice: \$35.00
 Amount Detachment Receives: \$12.00

Detachment Information

Election Date: 04/25/2023 Incorporation Date: 03/17/2004
 Installation Date: 04/25/2023 Incorporation Number:
 EIN: 42-1633052 L/M Interest Audit Date: 12/31/2022
 990 Submission Received Date: Charter Date: 03/17/2004
 EIN Submitted to IRS for Inclusion Charter Location: LANCASTER, SC
 Verified on IRS Parent List: True

Detachment Contact Information

Name:
 Email:
 Phone:
 Fax:
 Fax to the Attention of:

This info comes from the Report of Officer Installation. If it is incorrect, submit a new ROI and indicate on the form what you are changing.

Detachment Meeting and Location Information

Meeting Day:(Monday,Tuesday,etc.) Last Tuesday of each month
 Meeting Time: With a meal at 1800; meeting is
 Meeting Place (Building Name): at 1900
 MARINE CORPS LEAGUE #1169 HQ
 Street Address: 347 BROOKLYN AVE
 City/State/Zip: LANCASTER, SC 29720

TRAINING

Location: www.mcleaguelibrary.org/member-library/
Password: dd4



101_Video_DETACHMENT
Database Portal



101_Detachment Database
Procedures



102_Video DEPARTMENT
Database Atlas



102_Department Roster Printing



102 Department_Profile
Searches



IRS Checking Status



IRS How to Reinstatement



Profile ID and Member Number



ROI Instruction
Presentation_2021



Transmittals_ONLINE



Army TACOM Mission Sides AUG
2022



PVSA_Info Sheet



Uniform-Class_2023-Midwinter



Protocol_Birthday Ceremony



Protocol_Information Inviting
Guests



Protocol_Flag



PROCEDURES

MARINE CORPS LEAGUE INFORMATION SYSTEM

DETACHMENT LEVEL SYSTEM USER

*THIS INFORMATION IS ALSO CONTAINED IN A VIDEO ON THE MCL NATIONAL WEBSITE.
MEMBER LIBRARY / VIDEO DATABASE 101 MEMBER PORTAL. PLEASE VIEW THE VIDEO FIRST*

MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

DETACHMENT LEVEL SYSTEM USER AUTHORITY / PERMISSIONS

- 1 VIEW ALL DETACHMENT MEMBER PROFILES
- 2 UPDATE MEMBER ADDRESS, CITY, STATE, ZIP
- 3 UPDATE MEMBER PHONE NUMBER(S)
- 4 UPDATE MEMBER eMAIL ADDRESS

Note, changing eMail address at this level DOES NOT change LOGIN USERNAME.

THIS PROCESS REPLACES SUBMITTING A TRANSMITTAL WITH THE CODES: COAO & COAN

MAKE YOUR CHANGE ENTRIES IN ALL CAPS SO PRINTOUTS ARE UNIFORM AND EASY TO READ

ONCE YOU HAVE COMPLETED THIS TRANSACTION YOU WILL RECEIVE AN EMAIL VERIFICATION FROM NATIONAL

A CURRENT DETACHMENT ROSTER CAN BE REQUESTED FROM THE DEPARTMENT COMMANDANT OR PAYMASTER AT ANYTIME. *A roster cannot be printed from the Member Portal*

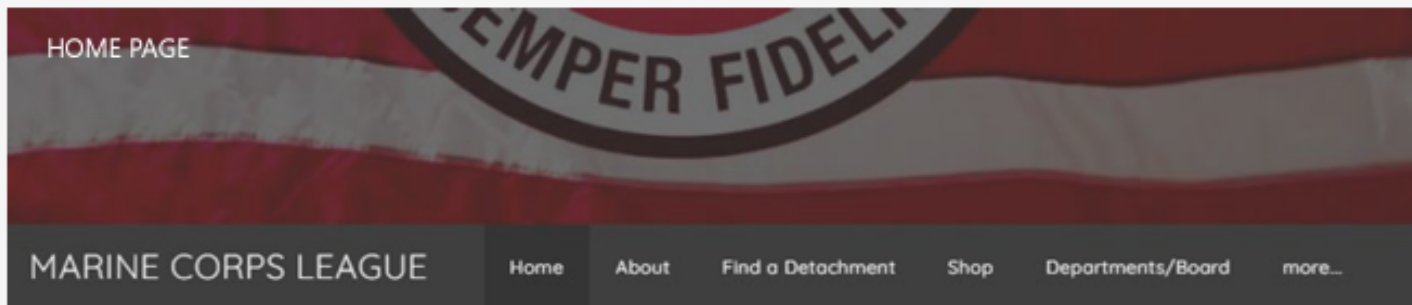
DETACHMENT COMMANDANT REGISTRATION PROCEDURES

- 1 **CURRENT DETACHMENT COMMANDANT** ON CURRENT REPORT OF OFFICER INSTALLATION (ROI) SUBMITS THE REQUEST FOR DETACHMENT SYSTEM USERS TO **DEPARTMENT COMMANDANT**.
- 2 **THE HEADQUARTERS WILL MAKE THE DETACHMENT COMMANDANT AND PAYMASTER "EDITORS" IN THE SYSTEM.**
- 3 IF **DETACHMENT COMMANDANT** WOULD LIKE A PERSON OTHER THAN THE COMMANDANT OR PAYMASTER, SELECTS ONE OTHER DETACHMENT OFFICER ON CURRENT ROI FOR SYSTEM REGISTRATION.
Note, usually Adjutant, Paymaster or Adjutant/ Paymaster. Person must be computer literate with some basic database update knowledge.
- 4 **DETACHMENT COMMANDANT** VERIFIES USERS SELECTED HAVE CURRENT EMAIL ADDRESS IN DATABASE AS THIS IS USED TO VALIDATE USER REGISTRATION IN THE DATABASE.
- 5 **DETACHMENT COMMANDANT** SENDS EMAIL REQUEST TO **DEPARTMENT COMMANDANT** TO VERIFY THE NAMES SUBMITTED ARE IN GOOD STANDING AND ARE ON CURRENT ROSTER OF INSTALLATION (ROI) on FILE AT DEPARTMENT LEVEL.
- 6 **DETACHMENT COMMANDANT** ALSO IDENTIFIES AT THIS TIME ANY CURRENT ACTIVE DETACHMENT USERS TO BE INACTIVATED ON THE SYSTEM AS A DETACHMENT CAN **ONLY HAVE TWO VALID USERS**
- 7 **DEPARTMENT** VERIFIES REQUEST (CHECKS CURRENT DATABASE ROSTER) AND **FORWARDS TO DIVISION NVC** FOR SUBMISSION TO NATIONAL / **J D FOSTER** jfoster@mcleague.org
- 8 **IF THERE ARE ANY ISSUES, CONTACT THE DEPARTMENT PAYMASTER OR J.D. FOSTER** (jfoster@mcleague.org)

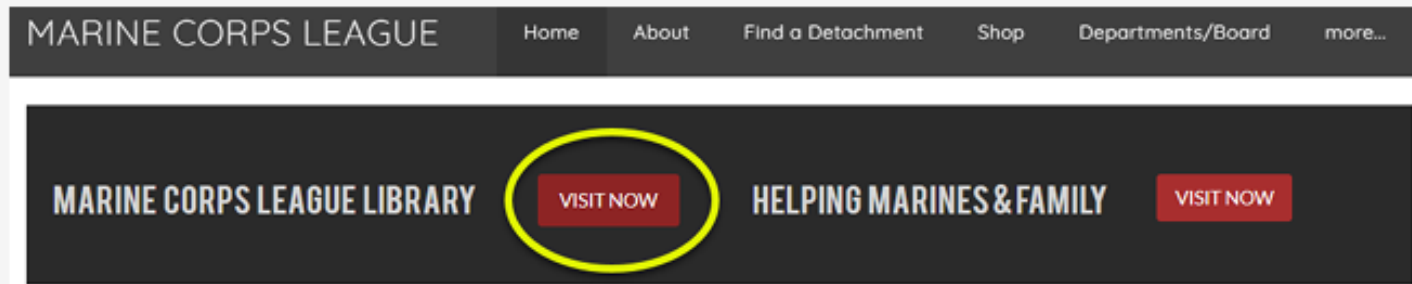
MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

MCL NATIONAL WEBSITE / www.mclnational.org




SCROLL DOWN / CLICK ON VISIT NOW



MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

MCL NATIONAL WEBSITE / www.mclnational.org



**STEP #1
WATCH TRAINING VIDEO**

**MARINE CORPS LEAGUE
LIBRARY**

Library **Member Library** Events Calendar

CLICK ON MEMBER LIBRARY

CORPORATE DOCUMENTS



FY2021 Roster National
Marine Corps League v39



Video_Database
101_Member Portal

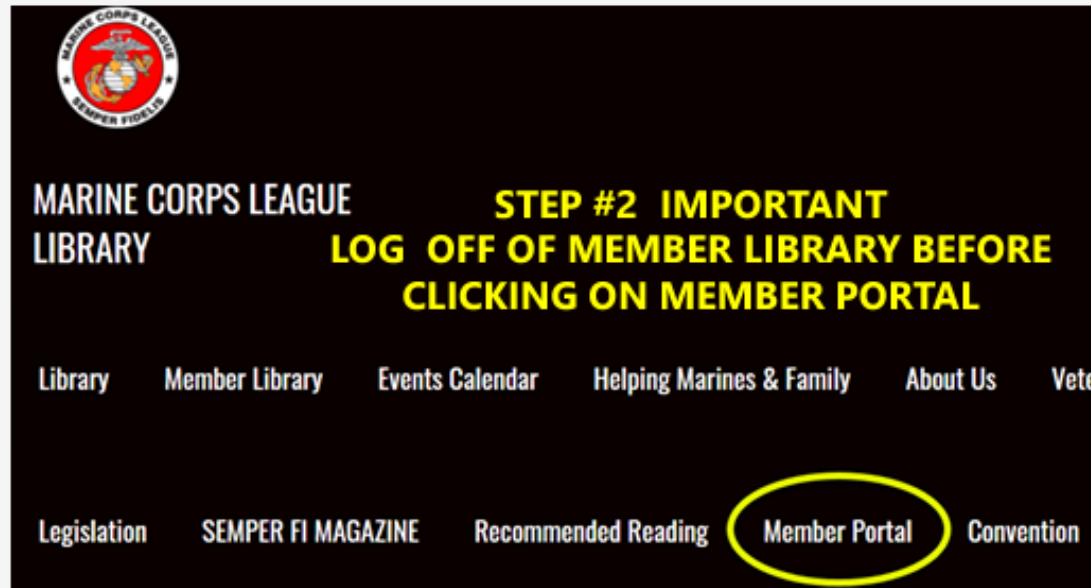
CLICK 101 MEMBER PORTAL VIDEO

After watching video move to next page

MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

MCL NATIONAL WEBSITE / www.mclnational.org



LOG OFF LIBRARY

CLICK ON MEMBER PORTAL

MEMBER PORTAL - EDIT / VIEW PROFILE

MEMBER LOGIN

Username

ENTER YOUR EMAIL ADDRESS

Password

ENTER YOUR PASSWORD

LOGIN

[Click here for login information](#)

[Click to change PASSWORD](#)

CLICK TO LOGIN

MEMBER PORTAL - EDIT / VIEW PROFILE

MEMBER LOGIN

Member Portal Home

Stay Informed

Change Username / Password

Take A Survey

Profile Update

Add A Coupon

CLICK ON PROFILE UPDATE

GEORGE W WAUGH



DO NOT CLICK ON OR ADD A COUPON

Marine Corps League (MCL) Resources

Websites:

www.mclfamilies.org - Public Site www.mclnational.org -

MCL national website

www.mcleaguelibrary.org - MCL national public documents/ resources

www.mcleaguelibrary.org/member-library - Password protected, ask your local leadership for this password. This library holds meeting minutes, forms, national bylaws / administrative procedures manuals to include MCL uniform guidance and MCL awards guidance, etc.

www.sediv.org _____ **Division Website**

www.mcleaguesc.org _____ **Department Website**

_____ **Detachment Website**

Facebook:

www.facebook.com/mclnational - MCL National

www.facebook.com/groups/mclhonorguardandcolorguard - MCL Honor Guard/ Color Guard

www.facebook.com/groups/447677227018622 - MCL National Membership Committee

www.facebook.com/groups/mcluniforms - MCL Uniforms Buy-Sell-Trade

www.facebook.com/groups/mclconnections - MCL Connections (MCL members only)

Other:

www.youtube.com/themarinecorpsleague - Click "subscribe" for new content

www.instagram.com/hgmcl - MCL national Instagram www.militaryorderofthedevidogs.org -

MOOD Kennel website

www.nationalmcla.org - MCL national Auxiliary

www.linkedin.com/company/marine-corps-league - MCL national LinkedIn

We encourage you all as members to visit these websites and social media pages. Take a look around and know all the resources available to you on these platforms. Please share this information with all members not only in leadership positions, but your Detachment members.

Questions about any of these resources can be addressed directly to your leadership or you are welcome to contact the MCL National Public Relations Committee for assistance.

publicrelations@mcleague.org