



DEPARTMENT OF WEST VIRGINIA
MARINE CORPS LEAGUE

2017 GUIDEBOOK FOR DETACHMENT
MEMBERSHIP AND RETENTION TEAMS

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1. PURPOSE:

This guidebook for Detachment Membership and Retention Teams was developed by Past Department of WV Commandants to provide guidance and structure to the Detachment MRT Committee. This guidebook was fabricated and prepared from multiple sources including Marine Corps League National Bylaws and Administrative Procedures, Department of West Virginia Bylaws and Administrative Procedures and Guidebook for Detachment Officers.

2. FORMATION:

Membership Retention Team (MRT): will be composed of three members including the Detachment Jr. Vice Commandant as Chairperson, Det. Paymaster and one member well versed in MCL policies and procedures. The Jr. Vice Commandant (Chairperson) will ensure each member of the Det. MRT has a copy of the following for reference with this guidebook:

1. MCL National Bylaws and Administrative Procedures
2. Department of West Virginia Bylaws and Administrative Procedures
3. Detachment Bylaws and Administrative Procedures
4. MCL National Guidebook for Detachment Officers
5. National Professional Development Program – via online @ mclnational.org
6. Detachment Membership Roster from National HQ (quarterly)

(It is highly recommended that the MRT Chairperson request that each MRT member sign a document stating that they have a copy of the materials listed above in their possession and that they have acquired a working knowledge of those materials.)

3. DUTIES OF MRT:

It shall be the duty of the Detachment MRT to create and promulgate such membership incentives and programs that will produce enthusiastic response resulting in continuous membership growth and retention of detachment members.

To report MRT activities and membership totals during detachment business meetings.

Membership Totals Example: Paid Life Members (PLM), Paid (those paying annual dues) and Total Paid (includes PLM and dues paying) and all Unpaid. Suggest also adding new members recruited by the Det. for the current year.

MRT Membership Totals should be included in the Detachment Minutes and reported to the Department Jr. Vice Commandant after each Det. meeting via e-mail or phone call.

To track and contact Every unpaid member listed on the Detachment Membership Roster via telephone call, e-mail or letter and encourage them to continue paying their dues.

To assign a Mentor to every new recruit utilizing the Mentor Program.

Ensure all new members contact information is added to all detachment contact lists such as activity call lists and e-mail contact lists.

To assign MRT sub committees to assist the MRT with recruiting and retention with the consent of the Detachment Board of Trustees.

To compile MRT reports including membership totals for the Detachment Commandant to report at Department Quarterly meetings and Dept. Conventions.

To assist the Department Jr. Vice Commandant with locating areas of interest to form new detachments.

To assist other Detachment MRT's in recruiting when circumstances permit, such as finding a recruit that lives closer to another detachments territory and informing him or her of that detachment existence.

4. MEMBERSHIP:

Membership is the life blood of the League. Retention and retaining members should be a high priority of the goals for each detachment. Every Marine is a salesman and in their daily routine and travels promotes the USMC in so many ways. Carrying oneself as Marines do promotes leadership and confidence. Marines enjoy the company of other Marines and they seek out each other. Meer strangers before meeting, yet Marines thereafter are no longer strangers and look out for each other.

The League does the same thing and encourages every Marine to seek out and sign up new members. When you serve on active duty you bond with those members of your unit and the same can be said of the League. As you attend your detachment meetings, department quarterly meetings and conventions, national staff meetings, Marine expo, and finally National conventions, you come to enjoy these events as much as a reunion. Because you see a lot of the same people at these events and often members plan out their vacations, just so they can see each

other. Marines have always enjoyed the traditions and rituals that they project as well as the discipline, but they also enjoy having fun.

REFERENCE MCL NATIONAL BYLAWS

ARTICLE FIVE..... DETACHMENTS

SECTION 540 –MEMBERS BL 5-2

ARTICLE SIX.....MEMBERS BL 6-1

SECTION 600 –MEMBERSHIP ELIGIBILITY BL 6-1

SECTION 605 –MEMBERSHIP APPLICATIONBL 6-3

SECTION 610 –MEMBERSHIP DUES AND FEES BL 6-4

SECTION 615– GOOD STANDINGBL 6-5

SECTION 620 – DELINQUENT MEMBERBL 6-6

SECTION 625 – INELIGIBLE MEMBERBL 6-6

SECTION 630 – RIGHTS OF MEMBERSBL 6-6

SECTION 535 – RIGHTS OF APPEALBL 6-7

SECTION 640 –MEMBERS-AT-LARGEBL 6-7

SECTION 645 – LIFE MEMBERSBL 6-8

SECTION 646 – CERTIFICATION OF LIFE MEMBERSBL 6-11

SECTION 650 – DUAL MEMBERSHIP BL 6-11

SECTION 651 – RESIGNATIONBL 6-11

SECTION 652 –MEMBERSHIP NUMBERSBL 6-12

REFERENCE MCL NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER SEVEN..... MEMBERS AP 7-1

SECTION 700 – INITIATIONAP 7-1

SECTION 710 –MEMBERSHIP TRANSFER AP 7-1

SECTION 720 – DEATH OF A MEMBER OF THE MARINE CORPS LEAGUE AP 7-1

5. RECRUITING

REFERENCE MCL GUIDEBOOK FOR DETACHMENT OFFICERS UPDATED FEB. 2013.

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Each Detachment shall be the sole judge of its membership, providing said person meets the requirements of Article Six, Section 600 of the National Bylaws. No Detachment, however, may accept as a member any person who is under suspension or whose name has been stricken from the rolls of the Marine Corps League.

The Department of WV MCL is always looking for more Marines to join our ranks, however, we want quality not quantity. Get to know your recruits before you bring them onboard. Invite them to the meeting as a guest so everyone gets a chance to meet each other and so the new applicant can make their decision on how they want to proceed with membership in the detachment.

Accepting new members in a detachment should not be rushed, nor delayed. Use your best judgment.

The primary reason Marines join the League is to associate with a Marine organization. Among marines there are three specific reasons for joining and actively participating:

1. Camaraderie and association with other Marines, FMF Corpsmen and FMF Chaplains.
2. The fact that Marines get things done.
3. Marines take care of their own.

The second and third reasons refer to the certainty that when programs and projects are initiated, Marines follow through and accomplish tasks in an outstanding manner, and marines are there for each other, and their families. Every Marine who joins and participates in some manner is seeking some personal satisfaction from being a member of the detachment.

Some reasons cited by members include:

Participating in patriotic events, ceremonies, parades and color guards.

Developing and supporting programs to cultivate positive youth activities.

Providing service for, and supporting the annual Toys for Tots campaign.

Developing and/or assisting in veteran’s programs that support veterans in need such as VAWS programs at VA hospitals.

Supporting Marines, Marine units, and Marine families.

Developing programs and events that raise funds for detachment and MCL objectives.

Developing programs of special interest to honor Marines on special occasions and events.

Supporting and/or developing programs that lend assistance to those in need within the community.

Taking care to support members, Marines and their families in time of distress, or need.

Developing social events on a regular basis that develop detachment esprit de corps.

Acknowledging members, Marines and community citizens for deeds and actions.

Participating members need challenges by setting goals and objectives that will peak interest and stretch capabilities to draw members to meetings and activities.

Recruiting new members takes a collaborative effort from all members within a detachment. Members usually renew their annual dues or pay the life membership fee if they believe their detachment has something to offer them besides just paying their dues. Inactive detachments will discover that some members will not renew their dues because they do not see the need to continue if the detachment is not involved with activity within the community or does not hold any meetings.

Some ideas and general thoughts for retaining members might include having regular meetings;

attending church services or attending funeral services together;

enjoying breakfast, BBQ or dinner as a group;

making house calls to the sick and bedridden; sending birthday or get-well cards;

making phone calls to ask for ideas or help with a project;

thanking members and recognize them for their help;

carpooling to events or activities;

volunteering to help with various community fund-raisers or getting involved in a project as a group;

having a featured article in the local paper;

keeping your membership data base current and making changes when necessary;

sharing information and detachment news via email addresses;

bringing the list of delinquent members to your meetings and reading the names and asking for help in contacting them or form a membership committee;

trying to get spouses involved by joining them as associate members;

encouraging new or inactive members to attend Department Convention or meetings; supporting military-theme events including USMC birthday, Memorial Day, Veterans Day activities;

assisting with flag etiquette in school classrooms or being a speaker during career day.

Hold a fund raiser for a community project and invite the mayor and newspaper.

Develop a letter detailing what projects your detachment participates in and list the goals for the coming year and mail it out to your members about three months before their dues expire and also to the inactive members.

Communicate with your members and brainstorm with new ideas to retain your members. Have a fund raiser and pay the life membership fee of one of your members or pick up the fees of the inactive ones. If your detachment is financially able to do so, perhaps the detachment could pay the member's dues, then the member can pay back the detachment in monthly installments if he/she is unable to pay the dues all at one time.

Recruiting new members takes a lot of the same ideas but it requires every member being active with aggressively trying to recruit as many members as possible.

First step is ensuring every member has the correct information that you want expressed to those potential new members.

Have your best recruiter give a class on how to recruit and always best to make a small package to give to every perspective member. This would include a letter handout giving history of the league, your detachment history, activities your detachment does within the community, mailing address, phone number, dues information, MCL brochures, point of contact and an application. Carry a sample copy of the Semper Fi magazine.

Set up a table in a shopping mall or near a busy market and have members man the table giving out information. This is where you can do your fund raisers and recruit at the same time. This ensures your detachment benefits with the fund raiser by signing a new member.

Suggest offering all cash prizes vice select items from local area, since people from out of area will not buy a ticket if they have to come back for prizes.

Wear your MCL gear as this attracts Marines. Get name and address of prospective members. Give a follow-up call and send out a personal letter inviting those who showed interest to join. Invite them to your meetings or theme dinners.

Be positive and inform them you will offer assistance to them and their families. Invite the local USMC recruiters to join your detachment.

Get articles in the local papers about events your detachment does.

Anything is important as it keeps your detachment in the news and helps with visibility and generates Marine Corps League interest.

5. RECRUITING TOOLS

Websites to encourage members and recruits to visit for more information about the League:

MCL National HQ - mclnational.com

Mid-East Division – mclmideast.com

Dept. of WV – mcleaguedeptofwv.org
Your Detachment website or Facebook Page

Publications

Department of WV newsletter THE STRAIGHT SCOOP (monthly)
Mid-East Division Bulletin (quarterly)
MCL Semper Fi Magazine (quarterly)
Dept. of WV brochure (at request to the Dept. Jr. Vice)
MCL National Membership Roster (quarterly)

If a detachment is interested in a list of Delinquent members (past 2 years) that do not show on the National Membership Roster, they can send an email to National HQ and request one.

Develop a letter detailing what projects your detachment participates in and list the goals for the coming year and mail it out to your members about three months before their dues expire and also to the inactive members.

Suggest all detachment MRT's have business cards printed. Ensure your membership has MCL applications and Det. contact information on them always. Brainstorm with each other and with other Detachment MRT's. Share your success stories within our network through our Dept. Newsletter.

Utilize your Department Officers by contacting the Dept. Jr. Vice Commandant and the Dept. Public Relations Officer for added support and guidance. The acronym is:

T.E.A.M
TOGETHER EVERYONE ACHIEVES MORE!!

Post Card example front



HUNTINGTON DETACHMENT 340

P.O. Box 152 • Huntington, WV 25705
MCLeague.org

**Detachment meetings: Every fourth Monday of the month at
American Legion Post 16. 1421 6th Ave. • Huntington, WV - 6 pm**

CREDENTIALS REQUESTED TO BECOME A MEMBER:

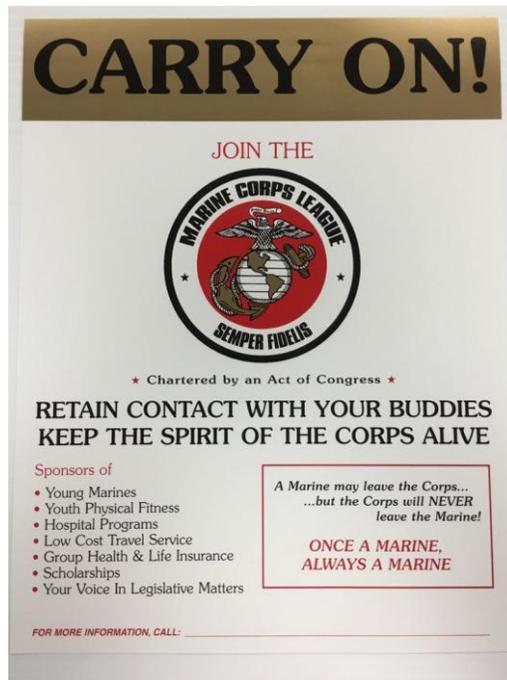
**MCL Membership Application
DD-214 (Discharge Papers)
Yearly Dues \$30.00**

Sponsor _____ Phone _____

Post Card example back



The Marine Corps League offers all Marines and Qualified FMF Corpsmen and FMF Chaplains of every era, rank, and unit an opportunity to participate in an organization of Marines.



This recruiting poster is available at the MCL Ship Store for \$0.25 each

6. SAMPLE LETTERS:

**Leland D. "Crow" Crawford Detachment 956
Marine Corps League, Department of West Virginia
P.O. Box 852 Elkins, WV 26241
304-636-4365**

July 1, 2017

Audie Murphy
333 Blazing Guns Road
Abilene, TX 23456

Dear Audie,

Marine Corps League National HQ has changed the expiration date for all annual dues to August 31 yearly. National will no longer send out dues renewal notices to dues paying members. This change will save National HQ over \$70,000 in postage and printing fees. Your current dues will expire on August 31, 2017. This is to let you know that you can pay your 2018 dues after August 1 and they will automatically expire on August 31, 2018.

To keep your membership current in the MCL, please send a check for \$26 payable to MCL Detachment 956 and mail it to the above address. Thank you for your attention in this matter.

Audie, we thank you for your military service and for being a member of Detachment 956. We want you to remain a member of the Marine Corps League so you can enjoy reading the bimonthly *Semper Fi* magazine and can see what various detachments do within the state and across the nation. There is a special DMV, Marine Corps League license plate that you are eligible to have on your vehicle if you desire.

We can send you information on this if you decide you want this plate. There are many Marine Corps units forward deployed aboard our Navy ships and land bases supporting missions around the globe. They have been doing an outstanding job and you can be especially proud that you also served in the greatest fighting force in the world and the Marines of today are still carrying the legacy of the Corps. November 10, 2017, the USMC will celebrate 242 years of being on the tip of the spear and you can be extremely proud that you were part of this. Please pay your dues so we can continue keeping you in good standing in our detachment.

Semper Fidelis,

Roger Ware
Past Commandant



HUNTINGTON DETACHMENT 340
MARINE CORPS LEAGUE
PO BOX 152
HUNTINGTON, WV 25706

Dear Member,

We want you to stay onboard with your Marine family in Detachment 340. Your membership helps strengthen our detachment and supports many Veteran Outreach programs in our local community.

Your membership dues have expired. Please send your \$30.00 yearly membership renewal check made out to Detachment 340 MCL and mail to:

Detachment 340 Paymaster
Charles Cassio
PO Box 152
Huntington, WV 25706

Benefits of staying a member:

- A voice in Congressional and Legislative matters on a National level.
- A periodic magazine that provides information on the Marine Corps and the League.
- Association with Marines from all eras and various units.
- Opportunity to contribute and support Detachment programs.
- Opportunity to work with Marines to achieve worthwhile objectives.
- Opportunity to support Marines and their families.
- The reward of personal and Detachment accomplishment and achievement.

Semper Fidelis,

Charles Cassio
Paymaster Huntington Detachment 340
304-555-5555

Note: Detachment 340 meets every fourth Monday of the month at American Legion Post 16 1421 6th Avenue. Huntington, WV at 6PM.



HUNTINGTON DETACHMNT 340
MARINE CORPS LEAGUE
PO BOX 152
HUNTINGTON, WV 25706

January 26, 2017

Members,

Detachment 340 thanks you for your membership and continued support. MCL National HQ is currently not sending dues renewal notices out to our membership. Starting on **August 31, 2017** all membership dues will be due as this will be the new annual renewal date for all members of the Marine Corps League.

I am sending this dues notification letter out to all detachment 340 members whose dues are currently due from now through June of 2017. Your current dues amount will be **\$20.00** and your new membership card will say **1 September 2017 as the expiration date.**

Starting on August 31, 2017 all membership dues will be due at the regular renewal amount of \$30.00. We will send a notice out again to the detachment membership to remind them.

Please send me your current membership dues of **\$20.00** to the address above, please include attention Det. Paymaster Roger Estep on the envelope.

Thank you for your support during this transition period. Det. 340 meets at 6pm every fourth Monday of the month at American Legion Post 16 located at 1421 6th avenue Huntington, WV.

The detachment requests that you secure new members, and further, that you favor us at every future meeting with your presence so far as your circumstances will permit.

If you have any questions, feel free to give me a call.

Semper Fidelis,

Roger Estep
Paymaster Det. 340 MCL
304-380-7930

7. RETENTION:

COMMUNICATION, DELEGATING TASKS AND RECOGNITION IS THE KEY TO RETAINING MEMBERSHIP.

Retaining members is often a problem for every detachment and it may be from several reasons. It may have been finances, or someone said something to upset them, it may have been leadership problems or perhaps they didn't feel welcome. Every member is important and they are all volunteers and they join the league to reconnect with their heritage. Far too often leaders forget this and tend to think they are still in the Corps and treat their members accordingly.

Positive leadership and mentoring go hand in hand. Demanding or intimidating members serves no purpose and forces members to make a choice about being in a detachment. As volunteers, they can walk away to avoid a conflict. By them joining has merit within itself because they chose to do so and therefore must be treated accordingly. Leaders must always look within themselves to solve problems. Being humble is part of being a leader and respect is earned not assumed.

Ensure that every member of the detachment is contacted at least every 3 months and report any prudent information (Marine in Distress) to the Detachment Commandant. Communication is extremely important as it ensures your members are informed of your detachment activities and events so they can attend meetings and assist with some of your events. Due to the transition of all dues expiring on August 31 yearly, it is extremely important that each detachment track their unpaid members. Each Detachment MRT must be proactive and take whatever steps are necessary to ensure that all unpaid members are informed of this change over. MRT's must maintain contact with their members during this transition to all dues expiring August 31 yearly.

Ensure that members that show an interest to be active in the detachment find a job to do for the detachment. Go out of your way to make all members feel welcome when they attend and participate in all detachment activities.

Adding humor and fun into your daily lives and events enhances your life and there's no reason why this cannot be done in your league events also. Your past military rank should not be a factor in your league events because after all, membership in the league is voluntary. When you think about the League, you also must consider some expenses. These might include: purchase uniform items, travel to meeting and conventions, hotel and food costs and other incidentals. Every member made a commitment to sign up so let's get the fun back into the League and do what we can to keep the costs down so more members can attend the League events.

Brainstorm, car pool, share expenses, and keep signing up more members so those newly discharged Marines can come home to the Corps and be active in the League. Talk with your local Marine Corps Recruiters and Reserve units and get the word to them about the league as Marines being discharged are not being informed of the MCL. Take some brochures to them and invite the recruiters to your events as it will pay dividends

REFERENCE MCL GUIDEBOOK FOR DETACHMENT OFFICERS UPDATED FEB. 2013.

2.4 Mission, Objectives, and Planning.....Pages 24 - 38

8.MRT SUB COMMITTEES/PROGRAMS

The MRT can form Sub Committees to cover more ground and to create jobs for members to do. Members want to support their detachment and be active. Help them stay involved and give them something to do for the good of the League.

Suggested MRT Sub Committees:

MEMBERSHIP WELFARE CALL LIST COMMITTEE – Marines take care of their own. Appoint a Chairperson to this sub-committee and appoint committee members. Check up on the welfare of the members that don't make Det. meetings or activities regularly. Implement this call list quarterly or semiannually. Let your Marines know that the detachment is thinking of them. Report any prudent information (Marine in Distress) to the Detachment Commandant

WIDOW AND ORPHAN CALL LIST COMMITTEE – When a member answers the final call to the Supreme Commandant their spouse and children remain in our Marine family. Establish a contact list of these individuals and contact them on a semiannual basis. Before Summer and before Winter is a good time to call. Report any prudent information (Marines Family in Distress) to the Detachment Commandant.

MEMBERSHIP FAMILIES ACTIVITIES COMMITTEE – Members sacrifice personal time with their families by volunteering their time for the good of the League. It is important to show our members families that they are an important part of the success of the detachment. Planning family activities like Picnics, dinners and other events that include family is important. This Committee should brain storm on ideas for family activities and report back to the MRT Chairperson who in turn will discuss the ideas with the Detachment BOT's.

DETACHMENT ACTIVITIES CALL LIST COMMITTEE – A call list for members interested in participating in Detachment activities like Final Salute Details, Honor Guard and Color Guard Details and activities requested by outside sources to the Commandant is highly recommended. This call list is activated at the call of the Commandant. 2 to 3 members can make the calls to share the work load. This call list will give the Commandant a quick reaction force to get boots on the ground when he needs them.

DETACHMENT E-MAIL CONTACT LIST – Communication plays a huge role in the success of the detachment. National HQ, Mid-East Division and the Department are constantly relaying information to the detachments. This is mainly done on the internet through e-mails, Newsletters and Bulletins. The Detachment Adjutant should handle this task, but the MRT needs

to ensure new members are added by announcing and provided contact list updates at each meeting to support the Detachment Adjutant.

An informed and updated member feels like part of the TEAM and is more likely to become active in the detachment.

9. PROGRAMS

DEPT. OF WV MRT: GUEST OF THE COMMANDANT PROGRAM

The Detachment MRT will provide over watch for this program and ensure things run smooth for the detachment. The Detachment Jr. Vice Commandant is the Membership and Retention Team Chairperson along with the Detachment Paymaster and one other appointed member.

Recruiting a new member: We are always looking for new members to join our League, however, the Department of WV is looking for quality in our membership not quantity. Get to know your potential members at the start.

Guest of the Commandant: Consider instead of just handing a newly found potential member an application, invite that potential member to be the **Guest of the Commandant** at your next detachment meeting.

The invitation: Have your members carry a personal invitation from your Commandant to offer that new recruit. The invitation should include:

Name of Detachment, contact info of the Commandant, National website for reference: mclnational.com, Detachment and or the Dept. website, meeting location, day of the month your meeting is held and the time it starts. Directions for the guest planning to attend – Example: Please come in a little early to the meeting and check in with our Detachment Sgt.-at-Arms and advise him or her that you are a Guest of the Commandants.

First impressions: The first impressions your guest experiences are the keys to success for your detachment. The main goal at this stage is to make your guest feel welcome. Have a designated table for your guest and include a welcome packet with information about the History and purposes of the League (great info for this packet can be found in our Guidebook for Detachment Officers manual.) Include the information required to join the Detachment (MCL Application, DD-214, Annual dues amount.) Make sure you get the guests contact information during their visit. There is no reason to rush a Marine to join the detachment. Let him or her see what your detachment is all about first. Invite them back for a second visit after the meeting and let them know they are welcome to apply for membership when they come back. **Note:** Place Officer position name plaques were your officers sit. This will assist your guest with identifying the leadership in the detachment.

Sgt.-at-Arms duties: The Sgt.-at-Arms will be the guests first contact. Look sharp and be squared away. Be friendly and courteous. Get the guests name and show him or her where to sit. Have a guest table prepared with welcome packets in place. Make sure the table is near the front and let your members know where this table is located in the room. Inform the Commandant that his or her guest has arrived and give the Commandant the name of the guest for announcement

during opening ceremonies. Have a member sit with the guest to assist them with the meeting rituals.

Membership duties: It's all in your hands now. Your conduct and professionalism in your meetings will make all the difference in the new potential member's decision-making process about joining the League. Marines take care of their own so this part should come easy to the membership.

MENTORING PROGRAM

The Mentoring Program was devised so that all Detachments can use it for their ongoing recruiting and retention efforts. It is cost-free and it works! The following steps are easy to follow and in a short time you should see measured results.

1. Create a strong bond between the OLD and the NEW.
2. Develop in new members a feeling that they too are a part of the Detachment.
3. Encourage and increase open communication among the members.
4. The member that brings a new member into the Detachment should be that member's "mentor" until the new member feels comfortable.
5. The Commandant of the Detachment shall assign the duties to the Junior Vice Commandant to administer this program and keep close watch on the progress of the program.

All members should take part in the mentoring process. Do not forget the members that are incapacitated for one reason or another. Show them that they are still part of the Detachment.

Among the basic tasks of every Detachment in the Marine Corps League is recruitment and induction of new members. The purpose is to promote growth of the league and its subsidiary units. Only in this manner can the organization prosper.

Until recently, the league struggled to increase its overall members on a sustainable track. We lost members as fast as they were sworn in. There are reasons for this. A member of our marines passed on, some became less active due to health or medical issues, and many left because of inactivity within their Detachments.

These are all viable reasons, but they can all be countered with good reasons why the membership should and could sustain their numbers even with the scenarios suggested above. We lose more members for one reason and one reason only -- they don't feel included in the social fiber or culture of the detachment. This is where the Mentoring Program enters into the equation.

If you examine this closely you will find two major concerns. First is the “fading away” of many older members. The second is the loss of new members. Both situations must be addressed. Following are suggestions aimed at improving the “communication gap” we seem to have.

The fact that we are vigorously building a Detachment we can be proud of should stimulate greater interest among area Marines to want to belong. This is good! To build upon this renewed interest it is proposed here that the Detachment develop a “proactive approach” to the induction of its new members and in an effort to reach out to our members who are either temporarily or chronically unable to take an active role in the Detachment’s programs.

In an effort to grease the wheels, so to speak, it is proposed that the Detachment initiate the Mentoring Program that will match up “old salts” with our new recruits as a way to ease them into full membership in the Detachment. At the same time, it is also proposed that we initiate programs within the Detachment to reach out to our brother and sister Marines whose ability to get around is restricted.

HOMEBOUND BUDDY PROGRAM

Along with the Mentoring Program, we need to develop a system for maintaining contact with Marines who, for a myriad of reasons, are having difficulty getting to Detachment meetings and other functions. These men and women probably started the Detachment and kept it operating through some difficult times.

They now find themselves unable to keep up the pace and are in danger of falling out of the ranks. Many of them have begun to lose contact with the league and even the community at large.

Marines have a long history of taking care of their own. However, we sometimes lose contact with our old friends and shipmates. That should not be allowed to happen. Unless we take positive action to prevent it, we shall soon lose an important part of our history.

In that light, the Detachment, under the direction of the Detachment MRT and Chaplain, should initiate a program to organize volunteers responsible for maintaining contact with fellow Marines, members who, because of age or infirmity, can no longer be as active as they once were. The volunteers would make regular contact by telephone or e-mail or any other means of communication available. The goal is to improve our lines of communication and regenerate the process of inclusion.

NURSING HOME VISITATION PROGRAM

Form Committee and establish contact with their local Nursing home administrators. Set up visitation visits to support members living in these facilities and to support fellow Veterans as well.

VA MEDICAL CENTER HOSPITALIZED MCL MEMBER VISITATION PROGRAM

Form Committee to work with the Detachment VAVS Officer and Chaplain to support members hospitalized in VAMC or area hospitals.

10.RECOGNITION AND AWARDS

It is the responsibility of the Commandant to ensure that members are recognized for performing Detachment events, displaying USMC or MCL Principles and Purposes, outstanding community involvement and promoting patriotism. There are various awards and certificates that can be presented.

Actual performance must exceed normal expectations and merits a respective award to ensure integrity of the Award. No award should be given because they are a member. Must be able to justify award. The impact upon detachment or community will determine the award level. Thanking members is also a reward. Certificates can be presented to businesses or organizations.

Distinguished Citizen Medal - Bronze

Awarded to detachment members and community citizens for outstanding service or those who have been examples of patriotism and exemplary citizenship

Distinguished Service Medal (God, Country and Corps with authorization noted on the certificate to wear the Medal/Ribbon)

Awarded to detachment members for outstanding service and those who have excelled and exceeded expectations

Detachment Recruiter Medal - Bronze

Awarded to member who signs up most new members within a year

MCL Community Service, VAVS Service, or JROTC Service Ribbon

Awarded to individual for either Community Service, VAVS and or JROTC Service

Ceremonial Guard Ribbon - Must participate in 10 events for each award. Events include Color Guard, Funeral/Honor Detail, Rifle Detail or Marching Squad. Just walking or riding on a float in a parade does not qualify unless it is part of a specific detail or program such as a Marching Unit. This Award is retroactive to 1 January 2010 for all individuals who have met the qualifications for the Award.

Meritorious Individual Commendation Ribbon

Awarded for individual meritorious action or contributions to detachment or community

Certificate of Appreciation

Awarded for performance that reflects on the detachment or other community service

MCL Medal (Membership) is automatically authorized for a member who has been in the League for five (5) continuous years and has not had their membership revoked.

Detachment Marine of the Year

This award is presented to the Detachment member demonstrating outstanding performance and dedication above and beyond expectations of the principles of the MCL that merit nomination for the award. The selection for the Detachment Marine of the Year (DMOY) may be selected by the

membership or by a committee of all previous Detachment Marine of the Year recipients. This will be the Detachment Marine of the Year Committee. The criteria for selecting the annual DMOY will be determined by the Committee. The previous recipient will be the Chairman and will call for the Committee to meet. The Leaguer selected will be presented the Detachment Marine of the Year Medal at a ceremony and will be authorized to wear it in accordance with the prescribed Uniform Code. A suitable certificate will be presented and will be included in the Detachment Minutes.

Department Recruiter of the Year – Silver

Awarded to member who signs up most new members within a year. Reference Dept. of WV Bylaws and Administrative Procedures AP 3-2.

Department Jr. Vice Commandant Award revolving plaque.

This award is awarded to the detachment who signs up the most new members within a year. It is presented by the Dept. Jr. Vice Commandant during the Department Convention Banquet each year.

MCL National Recruiting Awards Reference MCL National Bylaws and Administrative Procedures Enclosure (4) Marine Corps League Awards

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