



## Detachment of the Year Scoring Sheet

Detachment Name: \_\_\_\_\_

Year: \_\_\_\_\_

Detachment Commandant: \_\_\_\_\_

<u>Criteria</u>	<u>Points</u>
<b>Department Meeting Attendance - Fall</b>	1 Point each
Attended by Commandant	
Attended by representative(s)	
Written report submitted	
Verbal report given	
<b>Department Meeting Attendance - Winter</b>	1 Point each
Attended by Commandant	
Attended by representative(s)	
Written report submitted	
Verbal report given	
<b>Department Meeting Attendance - Spring</b>	1 Point each
Attended by Commandant	
Attended by representative(s)	
Written report submitted	
Verbal report given	
<b>Department Convention</b>	1 Point each
Attended by Commandant	
Attended by representative(s) (1 point per member)	
Pre-Registered Delegates (1 point per member)	
Detachment Donation see Dept Bylaws/Administrative Procedures , Chapter 2, Section 210 (a)(3)	
Detachment Ad in Ad Journal	
Ad Journal submissions by members (1 point per Ad)	
Ad Journal submissions of Patron Names (1 Point for total of Patrons)	
<b>Department Involvement</b>	1 Point each
Invites Dept Officers to annual Detachment Installation of Officers	
Invites Dept Officers to event(s): (1 point each, List each event)	
Invites Dept Officers to Marine Corps Birthday event	
Invites Dept Officers to annual Detachment Picnic or annual Dinner	
Invites Dept Officers to Golf Tournament	
Includes Department Officers in disbursement of information, including newsletters	
Serves on Dept Committees (1 point per member)	
Serves as Dept Liaison Officer (1 point per member)	
Serves as Dept Officer, Appointed (1 point per member)	
Serves as Dept Officer, Elected (1 point per member)	
Keeps in close contact with their District Vice Commandant	

<b>Official Form Completion</b>	5 Points each (20 max)
Submitted IRS 990 or 990N e-Postcard	
Submitted Maryland State Incorporation FORM 1	
Submitted Installation of Officer Report Correctly to Dept Adjutant	
Submitted PLM Audit to Dept Paymaster	
<b>Communication/Social Media</b>	1 point each
National Website Locator Page updated with current info	
Generates/distributes newsletter	
Maintains local website	
Distributes emails to keep the members informed	
Maintains a Facebook page	
Maintains a Twitter account	
Maintains an Instagram page	
Maintains other social media account	
Maintains an event calendar	
<b>Community Service</b>	1 Point each
Supports a Toys for Tots campaign with USMC Reserve Center	
Supports a Toys for Tots Foundation campaign with Local Area Coordinator	
Supports a Toys for Tots campaign, Local Area Coordinator is member	
Supports a Toys for Tots campaign, Detachment run program	
Supports a Young Marines Unit	
Supports a VA hospital/veterans clinic	
Supports Eagle Scouts Awards Program	
Supports local USMC or USMC Reserve center, other than for Toys For Tots	
Supports local USMC Recruiting Station(s) 1 point each, List name(s)	
Supports Marines Helping Marines, host event with donation	
Supports Marines Helping Marines, make monetary donation only	
Participates in Fallen Marine Program, Marine Wake/Burial, member	
Participates in Fallen Marine Program, Marine Wake/Burial, non-member	
Participates in Veteran Burial(s), Non-Marines	
Participates in Veteran Burial(s), at Veterans Cemetery	
Supports Marine For Life program, referred a Marine	
Supports MCL Foundation, donation	
Supports MCL Foundation, local support of their Humanitarian Grant	
Supported a Humanitarian Grant to local Marine	
Supports Scholarship for local area student(s)	
Supports Scholarship for family members of Detachment	
Supports local Memorial Day event/parade	
Supports local Fourth of July event/parade	
Supports local Veterans Day event/parade	
Supports local parade 1 point each, List each event	
Supports local Fair or Town/Community celebration 1 point each, List each event	
Supports local activities, other not listed above 1 point each, List each event	

<b>National Participation</b>	5 Points each (15 max)
National Mid-Winter Conference, Member(s) attended	
National Convention, Member(s) attended	
Mideast Division Conference, Member(s) attended	
<b>Membership</b>	10 Points each
Total number of members increased, Dept Convention to Dept Convention (Dept Paymaster keeps track of new members as listed on Transmittals)	
Has an active Membership Retention Team	
Number of Regular Members from local USMC Recruiting Station	
Has Renewed previously dropped member (R/I code on Transmittal)	
<b>Total Points</b>	

**Note 1:** Use the space below or additional paper if required.

**Note 2:** The Detachment should complete this form and submit it to the Department Commandant. The Department Commandant will use this Scoring Sheet along with your Detachment Report's submitted at each Department Meeting to select the Detachment of the Year.

\_\_\_\_\_  
Commandant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adjutant Signature

\_\_\_\_\_  
Date

***Deadline for submissions is 1 May each year.***