



## 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<br>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<br>(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.***