

**APPENDICES**  
TO THE  
**DEPARTMENT OF TENNESSEE**



**BYLAWS**  
AND  
**ADMINISTRATIVE PROCEDURES**

**2019**



## **APPENDICES**

### **TABLE OF CONTENTS**

Department of Tennessee Commandants	A-1
Department of Tennessee Marine of the Year – John T. Hicks Award Recipients	A-1
Department of Tennessee MCLA Presidents	A-2
Department of Tennessee MCLA Deborah Evans Award Recipients	A-2
Tennessee Pack Leaders – MODD	A-3
Tennessee Pack Dog of the Year Recipients	A-3
Department Convention Rules of Order	A-4
First Memorial Table	A-5
Second Memorial Table	A-6
Third Memorial Table	A-7
Convention Program Book Listing	A-8
Convention Delegate Registration Template	A-9
Convention Registration Template	A-10
Convention Ad Template	A-11
Convention Sample Schedule	A-12
Convention Banquet Suggested Sequence of Events	A-13
Convention After Action Report	A-14
Detachment Toys-for-Tots Report	A-15
Department Toys-for-Tots Report	A-16
Detachment Eagle Scout Report	A-17
Department Eagle Scout Report	A-18
Department Expense Voucher	A-19
Department and Detachment Awards Listing	A-20
Department Award Recommendation Form	A-21
Ceremonial Rifle Program	A-22
Department VAVS Report	A-23
Suggested Motion Log	A-24



## *Department of Tennessee Commandants*

1982	Charles D. Bradley *	Music City Detachment
1982-1984	Fred Tucker	Music City Detachment
1984-1985	Claud H. Wilkins *	Sgt. Walter K. Singleton Detachment
1985-1986	Larry J. Sago	Chattanooga Detachment
1986-1987	Leon B. Batson, Sr. *	Music City Detachment
1987-1988	Haskell M. "Hank" Clark *	Chattanooga Detachment
1988-1989	John T. Cain *	Music City Detachment
1989-1990	Eugene A. Lucchesi, Sr. *	Sgt. Walter K. Singleton Detachment
1990-1991	Arthur C. Jackson *	James N. McCutchen Detachment
1991-1992	Howard M. Smith III *	Chattanooga Detachment
1992-1994	Glen Barry Evans	Music City Detachment
1994-1995	Loyal E. Conard *	James N. McCutchen Detachment
1995-1996	Thomas N. Thompson *	Lincoln County Detachment
1996-1997	John T. Hicks	Chattanooga Detachment
1997-1998	Edward M. Evans	Music City Detachment
1998-1999	Claire M. Minie	James N. McCutchen Detachment
1999-2001	J. Nolan Sharbel, Sr.	Lt Alexander Bonnyman Detachment
2001-2003	Fred C. Gettings *	Elbert Kinser Detachment
2003-2004	Ernest F. Seagle *	Chattanooga Detachment
2004-2006	David J. Gardner	Stones River Detachment
2006-2007	Charles L. Reedy *	Tri-Cities of Tennessee Detachment
2007-2009	David Z. Cates	Lt Alexander Bonnyman Detachment
2009-2012	David R. Hatfield	Lt Alexander Bonnyman Detachment
2012-2014	Russell J. Martz	Capt Jack Holland Detachment
2014-2016	Laimon W. Godel Jr *	Lt Alexander Bonnyman Detachment
2016-2019	Kenneth L. Kotchevar	Tri-Cities of Tennessee Detachment
2019	Albert M. DeWitt	Sgt. Walter K. Singleton Detachment



## *Department of Tennessee Marine of the Year - "John T. Hicks" Award Recipients*

1994	John T. Hicks	Chattanooga Detachment
1995	None	
1996	H. Lynn Hunter *	James N. McCutchen Detachment
1997	Karl A. Ekstrom *	Lt. Alexander Bonnyman Detachment
	J. Tom Coffman *	James N. McCutchen Detachment
1998	Arthur C. Jackson *	James N. McCutchen Detachment
1999	None	
2000	Virgil L. Young Jr.	Lt. Alexander Bonnyman Detachment
	Ernest F. Seagle *	Chattanooga Detachment
2001	Bette Jean Berry	Lt. Alexander Bonnyman Detachment
2002	Donald J. Elseroad	Tri-Cities of Tennessee Detachment
2003	Claire M. Minie	James N. McCutchen Detachment
2004	Glen Barry Evans	Music City Detachment
2005	Charles L. Reedy *	Tri-Cities of Tennessee Detachment
2006	David Z. Cates	Lt. Alexander Bonnyman Detachment
2007	James G. Kern	Sgt. Walter Singleton Detachment
2008	Edwin B. Magee *	BGen Austin C. Shofner Detachment
2009	David J. Gardner	Stones River Detachment
2010	Steven D. Bickford	Tri-Cities of Tennessee Detachment
2011	Gary F. Stowell Sr	Tennessee Smoky Mountain Detachment
2012	David R. Hatfield	Lt Alexander Bonnyman Detachment
2013	Eric P. Nash	Lt Alexander Bonnyman Detachment
2014	Ronald M. Russell	Tennessee Smoky Mountain Detachment
2015	Douglas Essinger	Elbert Kinser Detachment
2016	Bryce West	Capt Jack Holland Detachment
2017	David Thom Corley	Capt Jack Holland Detachment
2018	Keith Guinn	Capt Jack Holland Detachment
2019	Terry J. Witt	Tennessee Smoky Mountain Detachment



\* Deceased



*Department of Tennessee MCLA Presidents*

1995-1998	Deborah R. Evans	Music City Unit
1998-2000	Alice Blackford	Music City Unit
2000-2002	Inda Adams	Music City Unit
2002-2004	Constance Sexton	Lt Alexander Bonnyman Unit
2004-2005	Pat Gettings	Lt Alexander Bonnyman Unit
2005-2007	Alice Blackford	Music City Unit
2007-2009	Carolyn Bevington *	Music City Unit
2009-2010	Jacqueline Reedy	Tri-Cities of TN Unit
2010-2012	Deborah R. Evans	Stones River Unit
2012-2016	Inda Adams	Music City Unit
2016-2018	Patricia Mullins	Lt Alexander Bonnyman Unit
2018-	Deborah R. Evans	Stones River Unit



*Department of Tennessee MCLA "Deborah Evans Award" Recipients*

2003	Deborah R. Evans	Music City Unit
2003	Joann Vogt *	Tri-Cities of TN Unit
2004	Shelby Ward	Tri-Cities of TN Unit
2005	Alice Blackford	Music City Unit
2006	Barbara Tussey	Lt Alexander Bonnyman Unit
2007	Pat Gettings	Lt Alexander Bonnyman Unit
2008	Martha Seagle *	Chattanooga Unit
2009	Doris Ekstrom *	Lt Alexander Bonnyman Unit
2010	Constance Sexton	Lt Alexander Bonnyman Unit
	Inda Adams	Music City Unit
2011	Genevieve Vadeboncoeur	Lt Alexander Bonnyman Unit
2012	Charlotte Hilton	Lt Alexander Bonnyman Unit
2013	Lois Eddlemon	Lt Alexander Bonnyman Unit
2014	Katherine Winters	Lt Alexander Bonnyman Unit
2015	None	
2016-	Patricia Mullins	Lt Alexander Bonnyman Unit
2017	None	
2018	None	
2019	Charlene Cotton	Lt Alexander Bonnyman Unit



\* Deceased





*Military Order of the Devil Dogs Tennessee Pack Leaders*

1993-1995	PDD John T. Hicks	Chattanooga Pound 209
1995-1997	PDD Glen Barry Evans	Music City Pound 155
1997-1999	PDD Ernest F. Seagle *	Chattanooga Pound 209
1999-2001	PDD David J. Gardner	Music City Pound 155
2001-2003	PDD Edward M. Evans	Music City Pound 155
2003-2005	PDD Carlton L. Pittman	Chattanooga Pound 209
2005-2008	PDD David R. Hatfield	Smoky Mountain Pound 271
2008-2008	PDD Donald J. Elseroad	Lenny Margolis Pound 300
2008-2010	PDD Suzette M. Graves	Claud Wilkins Pound 337
2010-2012	PDD David Z. Cates	Smoky Mountain Pound 271
2012-2014	PDD Russell J. Martz	Claud Wilkins Pound 337
2014-2016	PDD Laimon W. Godel Jr *	Smoky Mountain Pound 271
2016-	PDD Ronald M. Russell	Smoky Mountain Pound 271



*Military Order of the Devil Dogs Tennessee Pack "Dog of the Year" Award Recipients*

1998	PDD David J. Gardner	Music City Pound 155
1999	DD W. Anthony Westbrooks	Music City Pound 155
2000	PDD Glen Barry Evans	Music City Pound 155
2001	PDD Edward M. Evans	Music City Pound 155
2002	PDD Ernest F. Seagle *	Chattanooga Pound 209
2003	PDD John T. Hicks	Smoky Mountain Pound 271
2004	PDD Carlton L. Pittman	Chattanooga Pound 209
2005	None	
2006	PDD David Z. Cates	Smoky Mountain Pound 271
2007	None	
2008	DD Virgil L. Young Jr	Smoky Mountain Pound 271
2009	DD David C. Elrod	Smoky Mountain Pound 271
2010	PDD David R Hatfield	Smoky Mountain Pound 271
2011	PDD George L. Sexton	Smoky Mountain Pound 271
2012	PDD Leroy Brown	Smoky Mountain Pound 271
2013	PDD Jack W. Larkey	Lenny Margolis Pound 300
2014	PDD Laimon W. Godel Jr *	Smoky Mountain Pound 271
2015	PDD Joseph D. Eddlemon	Smoky Mountain Pound 271
2016	PDD Terry J. Witt	Smoky Mountain Pound 271
2017	PDD Ronald M. Russell	Smoky Mountain Pound 271
2018	PDD William Bryan Hudgins	Smoky Mountain Pound 271
2019	PDD James M. Williams	Smoky Mountain Pound 271



\* Deceased\



**DEPARTMENT OF TENNESSEE  
MARINE CORPS LEAGUE**

**RULES OF ORDER FOR THE DEPARTMENT CONVENTION**

1. Business sessions will be conducted in adherence to the prescribed Ritual of the Marine Corps League. Delegates are expected to be in attendance well in advance of the beginning of each session, so as to preclude any delay or interruption(s) of the session.
2. The Procedures for the Department Convention are to be in accordance with Article IV of Department Bylaws and Chapter Two of the Department Administrative Procedures.
3. Should the "Chair" decide to admit any visitor(s) to the Convention Hall, for any purpose, the "Good of the League" will be in order. After the Sergeant At Arms or Designate has escorted the visitor(s) from the Convention Hall, the "Chair" will have the Sergeant At Arms declare the session "Open for the transaction of Official Business".
4. No Delegate, Department Officer or Past Department Commandant shall be permitted to speak more than twice on any question, with the second time being only after all others who are eligible and wish to speak have exercised their option. A limit of three (3) minutes will be imposed upon each speaker. This limit will not apply to reports.
5. Registered Members/Delegates desiring permission to enter or leave the Convention Hall will do so by: (a) presenting themselves and (b) saluting the "Chair" or Designate. When the salute has been returned this will indicate the permission to enter or leave.
6. The "Chair", no matter by whom occupied, shall always be addressed as "Sir Commandant" or "Madam Commandant".
7. Should a "Point of Order" be raised, the Chair may inquire of the Department Judge Advocate and/or the Department Parliamentarian to render an "Opinion" on the "Point of Order" raised to the "Chair". The "Chair" shall then make a "Ruling" on the "Point" which shall be binding unless appealed. If an Appeal is made to the Ruling of the Chair, it will require a two-thirds (2/3) majority vote of the Delegates present and voting to overturn the Chair's Ruling.
8. During the "Nomination of Officers" procedure, the nominator of the Candidate for office, will be permitted not more than five (5) minutes to place the name in nomination. Seconds to the nomination, will be permitted not more than one (1) minute.
9. Any Member of the Department in Good Standing who has requested the "Floor" and has been recognized by the Chair will identify themselves by Name, Detachment, and whether or not they are a Delegate, Department Officer or Past Department Commandant, prior to making their remarks.
10. A two-thirds (2/3) majority vote of the Delegates present on the floor and voting is required to "Waive" any of the rules of this Convention.



## FIRST MEMORIAL TABLE REQUIRED

To be setup in the room where the Joint Opening Ceremony is to take place

### **Fallen Comrades Table**

Black tablecloth  
Candleholder with Single White lighted candle  
Purple Heart medal  
ID tag  
Marine Barracks Cap with White cover and Gold emblem  
NCO Sword  
White gloves  
Table setting – inverted  
A single chair  
Bell, tolling  
National and Marine Corps Colors displayed (table set)

**The table draped in Black** - symbolizing the color of mourning; the ultimate sacrifice, a table set in honor of our **Fallen Comrades**.

**The single lighted candle** - reminds us of the flame of eternal life: that the memory of our Fallen Comrades shall be with us always.

**The Purple Heart Medal** – is displayed to reflect the shedding of blood and ebb of life in battle.

**The Identification tags** - are blank, yet they could bear the name of any of us here tonight.

**The dinner setting is inverted** - they break bread with us in spirit only.

**The chair is empty - they rest in peace.**



## SECOND MEMORIAL TABLE REQUIREMENTS

To be setup in the room where the banquet is to take place

### POW/MIA Table

White tablecloth  
Red rose in a vase  
Yellow ribbon – tied around vase  
A slice of lemon  
Salt on plate  
Table setting with glass inverted  
A single chair

**The table draped in White** - symbolizing the purity to respond to the call to arms, a table set in honor of our Prisoners of War and Missing in Action Marines.

**The single Red Rose** - displayed in a vase reminds us of the families and loved ones of our comrades who keep the faith.

**The Yellow Ribbon** - tied around the vase symbolizes our demand for proper accounting of our missing.

**A slice of lemon** - is on the bread plate to remind us of their bitter fate.

**There is salt upon the plate** - symbolic of the families' tears as they wait.

**The glass is inverted** - they cannot toast with us tonight.

**The chair is empty** - they are not here.

**Remember** - All of us who have served with them and call them "brother", who depended upon their strength and comfort and relied upon them; for surely they have not forsaken you.





### THIRD MEMORIAL TABLE REQUIRED

To be setup in the room where the Joint Opening Ceremony is to take place and in the room where the banquet is to take place

#### **Deceased Tennessee Department Marine Corps League and Auxiliary members**

Scarlet and gold table cloths  
Triple Candleholder with Two White and One Red candle (White each side of the Red)  
Two White Roses on a Red Tray  
Silver or Crystal Cross  
Bell, tolling  
National and Marine Corps Colors displayed (table set)  
A single chair

**The table draped in Scarlet and gold** - is in remembrance of our Detachment's and Auxiliary's recently departed brother (s) and sister (s).

**The single Red candle** - represents all of us, past, present and future.

**The White candles** - are symbolic that our memory of them shall always burn brightly.

**The White Roses** - are symbolic of our eternal love for them.

**The tolling of the bell** - is an announcement of our loss.

**The chair is empty** - they rest in peace.



## ***Listing of Items to be Included in the Department Convention Program Book.***

The Outside Front Cover of the Program Book will be devoted to the Marine Corps League, that is to the Department and/or the Host Detachment. There will be no advertisements on the Outside Front Cover. The Inside Front Cover and both the Inside and Outside Back Cover may be used by the Host Detachment at their discretion.

### **Items to be included are:**

- (a) Letters from the Department Commandant and the MCLA Department President.
- (b) Letters from State and Local Government Officials, if any are available
- (c) Listings of the Past and Current Department Commandants:
  - Listing of the Past Recipients of the Department of Tennessee John T. Hicks Marine of the Year.  
**See Appendix 1.**
- (d) Listing of Past and Current MCLA Department Presidents;
- (e) Listing of the Past Recipients of the ***Department of Tennessee MCLA Deborah Evans Award;***  
**See Appendix 2.**
- (f) Listing of Past and Current Military Order of the Devil Dogs Tennessee Pack Leaders;
  - Listing of all Past Recipients of the Military Order of the Devil Dogs ***Tennessee Pack Devil Dog of the Year.***  
**See Appendix 3.**
- (g) The Department of Tennessee ***Rules of Order of the Department Convention.***  
**See Appendix 4.**
- (h) The ***Department Of Tennessee Convention Schedule, as approved*** by the Department Commandant.  
**See Appendix 12.**
- (i) **Department Chaplain's Memorial Page** – There is no standard format for this page. Each Department Chaplain is responsible to create their own page and coordinate with the Host Detachment to deliver it to them in a timely manner to have it ready for the Program Book

In addition to the required pages, solicit Ads from the Members and Detachments on the Department of Tennessee, and the Members and Units of the MCLA Department of Tennessee, to fill the Program Book. This Book can be an important source of revenue for the Host Detachment





**Department of Tennessee  
Marine Corps League  
\_\_\_\_\_th Annual Convention**

\_\_\_\_\_ June \_\_\_\_\_

**Hosted by**

\_\_\_\_\_ **Detachment** \_\_\_\_\_

From: \_\_\_\_\_ Detachment \_\_\_\_\_

To: Convention Credentials Committee

Subj: Registration of Department Convention Delegates and Alternates

Ref: Department of Tennessee Bylaws, Article IV, Section 420(D).

Detachment Voting strength is calculated as of the 31 March National Roster prior to the Convention.

<b>Total Members</b>	<b>Delegates</b>	<b>Alternates</b>
----------------------	------------------	-------------------

In accordance with Reference (a), the following Members are certified to be in good standing in this Detachment and designated as Delegates or Alternates, as indicated, for the Convention.

DEL	ALT	Name	MCL#	Expiration Date

Check # \_\_\_\_\_ is attached as payment in the amount of \$\_\_\_\_\_ to cover the Registration Fees for each of the Delegates and Alternates listed for the 20?? Department of Tennessee Convention. Delegate Fees are \$10.00 per Delegate and Alternate unless postmarked prior to the \_\_\_\_\_ (Date) \_\_\_\_\_ Cut-off Date. Early Registrations submitted prior to the Cut-Off Date will be charged \$5.00 per Delegate and Alternate.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Detachment Adjutant-Paymaster

\_\_\_\_\_  
Date

Make Check payable to: Department of Tennessee, Marine Corps League

Mail to: Paymaster  
Department of Tennessee  
Address





**Department of Tennessee  
Marine Corps League  
\_\_\_\_th Annual Convention  
June \_\_\_\_\_  
Hosted by**

\_\_\_\_\_ Detachment

**Convention Registration Form**  
Print

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

**Members & Guests Attending**

*Print Your Name and Office Held as You Want them to Appear on the Credentials Badge*

	MCL	Assoc	MCLA	Detachment/Unit
Name _____	_____	_____	_____	_____

Current Title(s): \_\_\_\_\_

Name _____	_____	_____	_____	_____
------------	-------	-------	-------	-------

Current Title(s): \_\_\_\_\_

Guest Name \_\_\_\_\_

Guest Name \_\_\_\_\_

If you are a past or present Department or National Officer (list which office & year, League or Auxiliary)

You are arriving: Thursday \_\_\_\_\_ Friday \_\_\_\_\_ or Saturday \_\_\_\_\_

MCL Member Registration fee is \$5 \_\_\_\_\_ X \$5.00 = \_\_\_\_\_  
(\$10 at the door)

MCLA Member Registration fee is \$5 \_\_\_\_\_ X \$5.00 = \_\_\_\_\_  
(\$10 at the door)

Guest Registration fee is \$5 \_\_\_\_\_ X \$5.00 = \_\_\_\_\_  
(\$10 at the door)

Banquet on Saturday, \_\_\_\_\_ June \_\_\_\_\_  

<u>(1<sup>st</sup> Choice Meal)</u>	_____ X \$ _____ = _____
<u>(2<sup>nd</sup> Choice Meal)</u>	_____ X \$ _____ = _____

Special Dietary needs \_\_\_\_\_

Total payment \$ \_\_\_\_\_

Make Check Payable to Host Detachment and Return this form and check by \_\_\_\_\_ (date) to:  
Host Detachment  
Address

Book the \_\_\_\_\_ Hotel by \_\_\_\_\_ at \_\_\_\_\_ and mention the Marine Corps League when you make your reservations so you are able to get the convention rate.







Department of Tennessee  
Marine Corps League  
\_\_\_\_th Annual Convention  
\_\_\_\_ June \_\_\_\_

Hosted by

\_\_\_\_ Detachment

Convention Ads

Advertiser: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The finished Program Book will be 8-1/2" x 11"

___ Full Page – 7" x 9-1/2"	\$100.00
___ 1/2 Page – 7" x 4-3/4" or 3-1/2" x 9-1/2"	\$50.00
___ 1/4 Page – 3-1/2" x 4-3/4"	\$25.00
___ 1/8 Page – 3-1/2" x 2-3/8"	\$15.00
___ Business Card – 3-1/2" x 2-3/8"	\$15.00

Ad Total \$ \_\_\_\_\_



Mail this form along with your camera-ready ad and check payable to:  
Detachment Name Please return prior to \_\_\_\_\_

Mail copy and check to: Detachment Name  
\_\_\_\_\_  
\_\_\_\_\_

If any questions, please feel free to call \_\_\_\_\_

or email at \_\_\_\_\_





**Department of Tennessee  
Marine Corps League  
\_\_\_\_th Annual Convention  
\_\_\_\_ June \_\_\_\_  
Hosted by**

\_\_\_\_\_ **Detachment**

**Sample Convention Schedule**

**Thursday , \_\_ June**

1200-1700	Convention Registration Open	Locations to be Listed for Each Event
1200-2300	Hospitality Room Open	
1700	Dinner on your own	

**Friday, \_\_ June**

	Breakfast on your Own
0900-TBD	Department Committee Meetings
1000-1700	Convention Registration Open
1100-1600	Ship's Store Open
1100-1200	Lunch on your own
1200-2300	Hospitality Room Open
1200-1400	Detachment Workshop and Classes (All Members Welcome)
1400-1630	Detachment Commandants Council - Dept Sr-Vice Cmdt Chairs
1600-1700	MODD Registration for Advancement and New Pups
1600-1700	MODD Registration and Passport Stamps
1700- TBD	MODD Tennessee Pack Grand Growl (Members Only)
1700- TBD	MODD Fleas Scratch of the Hide (Members Only)
1830-	Hospitality Suite Open
TBD	Dinner on your own

**Saturday, \_\_ June**

	Breakfast on your own
0700-1300	Convention Registration Open
0800-1600	Hospitality Suite Open
0830-1300	Ship's Store Open
0900-0930	MCL & MCLA Joint Opening Meeting – Welcome Aboard
0930-1200	MCL Annual Business Meeting
0930-1200	MCLA Annual Business meeting
1200	Lunch on your own
1300- TBD	MCL Annual Business Meeting – Election of Officers
1300- TBD	MCLA Annual Business Meeting – Election of Officers
1600	Hospitality Room Closed – Will reopen after Banquet
1700-1800	Formal Reception For Guest of Honor and Social Hour
1800-	Welcome and Introduction of Guest of Honor, Memorial Service, MIA/POW Recognition, Banquet, Ceremonies, Awards, MCL-MCLA Installation of Officers

**Sunday, \_\_ June**

0800- TBD	Department Officers Call – All Elected and Appointed Officers Drive Safely and have a good trip home. We hope you enjoyed the 20__ Annual Department of Tennessee Convention, and we hope to see you next year in _____, TN
-----------	--

**Notes:** Hospitality Room is to be scheduled by the Host Detachment during Friday and Saturday as desired, so as to provide service without conflicting with Business Meetings

**The Department Commandant has the Final Approval on the Convention Schedule!**





# Department of Tennessee Annual Convention Banquet Suggested Sequence of Events

**17:00-18:00 Reception for Guest of Honor and Social Hour**

**18:00 Welcome By Host Detachment Commandant or Convention Chairman**  
**March-In and Introduction of Head Table**

**Grace is Offered by Department Chaplain**

**Dinner was served.**

**The Memorial Service:** Conducted by Department Chaplain

**Introduction Guest of Honor By Department Cmdt or Host Detachment Cmdt**

**Guest of Honor Speaks**

**Presentation of Gift to Guest of Honor:** By \_\_\_\_\_

**Presentation of the Annual MCLA Deborah Evans Award:**

Presented by \_\_\_\_\_

Presented to \_\_\_\_\_

**Department Commandant Remarks and Presentation of Awards:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Department Americanism Awards:**

Presented by Americanism Committee Chairman \_\_\_\_\_

Presented to \_\_\_\_\_

Presented to \_\_\_\_\_

Presented to \_\_\_\_\_

**MODD “Pack Dog o the Year”:**

Presented by Tennessee Pack Leader \_\_\_\_\_

Presented to \_\_\_\_\_

**Dept. “Marine of the Year” “John T. Hicks” Award:**

Presented by Marine of the Year Committee Chairman \_\_\_\_\_

Presented to \_\_\_\_\_

**New MCLA Department Officers are Sworn In:** (If not sworn in earlier that day)

**Remarks by New Department Auxiliary President:**

**New MCL Department Officers are Sworn In:** (If not sworn in earlier that day)

**Remarks by New Department Commandant:**

**Closing Ceremony by New Department Commandant:**

**Raffle Drawings Winners Announced by MCLA or Host Detachment:**





# Department of Tennessee Convention After Action Report

Convention City \_\_\_\_\_ Dates Held \_\_\_\_\_

Host Detachment \_\_\_\_\_ # \_\_\_\_\_

Host Unit \_\_\_\_\_

Name of Hotel \_\_\_\_\_ Phone # \_\_\_\_\_  
Fax # \_\_\_\_\_

Convention Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_  
E-mail \_\_\_\_\_

Department Commandant \_\_\_\_\_ Phone # \_\_\_\_\_  
E-mail \_\_\_\_\_

Department President \_\_\_\_\_ Phone # \_\_\_\_\_  
E-mail \_\_\_\_\_

Number Rooms Reserved Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Cost INCLUDING Tax \$ \_\_\_\_\_ Number used \_\_\_\_\_

Number of Accessible (Handicap) Rooms Reserved \_\_\_\_\_ Number used \_\_\_\_\_

Number of Conference / Meeting Rooms \_\_\_\_\_ Number of Complimentary Rooms \_\_\_\_\_

Number of Committee meeting rooms required \_\_\_\_\_

Number of Members attending Conference:

Marine Corps League (Regular/Associate) Members \_\_\_\_\_

Marine Corps League Auxiliary (Regular/Associate) Members \_\_\_\_\_

Military Order of the Devil Dogs \_\_\_\_\_

Number of Dignitaries invited & attending requiring Complimentary Room & Banquet \_\_\_\_\_

Banquet Tickets sold \_\_\_\_\_ Cost Each \$ \_\_\_\_\_ Number Attending Banquet \_\_\_\_\_

Marine of the Year Award \_\_\_\_\_ Detachment \_\_\_\_\_

MCLA "Deborah Evans" Award \_\_\_\_\_ Unit \_\_\_\_\_

Devil Dog of the Year Award \_\_\_\_\_ Pound \_\_\_\_\_

100% of MCL & MCL Guest Registration Fees goes to Host Detachment

100% of MCL Delegate Fees goes to the Department

100% of MCLA & MCLA Guest Registration Fees goes to Host Unit

Copies go to the Department Commandant, the Department Junior Vice Commandant and to the Detachments hosting the next 2 year's upcoming conventions.

For Comments/Suggestions please use reverse side







## After Action Report

Detachment # \_\_\_\_\_

### Department of Tennessee Marine Corps League

For Campaign Conducted During October – December \_\_\_\_\_  
Year

#### SECTION I - Site Identification

Reserve Site: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Coordinator: \_\_\_\_\_ Phone/Fax \_\_\_\_\_

Asst Coordinator: \_\_\_\_\_ Phone/Fax \_\_\_\_\_

Population of Area Covered by Your Program \_\_\_\_\_

#### SECTION II – Contributions

Total number of toys collected by your program \_\_\_\_\_

Total amount of monetary donations collected \_\_\_\_\_

Total number of Volunteer hours donated \_\_\_\_\_

Detachment Representative \_\_\_\_\_

Report Deadline: 5 January each year

Forward to: Toys-for-Tots Liaison, Department of Tennessee





## DEPARTMENT OF TENNESSEE MARINE CORPS LEAGUE



Date \_\_\_\_\_

TO: National Chairman, Marine Corps League, Toys-For-Tots Committee

FROM: Dept. of Tennessee, Marine Corps League, Toys-For-Tots Liaison

SUBJ: Dept. of Tennessee, Marine Corps League, Annual Toys-For-Tots Report

The following is a report of the activity of the Detachments within the Department of Tennessee:

DETACHMENT	Det. #	CITY	Detachment Coordinator	Supported USMCR Unit	Population of Area Covered	Toys Collected	\$ Donations Collected	Volunteer Hours
Music City Detachment	378	Nashville						
Sgt. Walter K Singleton Det.	476	Memphis						
SgtMaj Ernest F. Seagle Det	518	Chattanooga						
James "Dick" McCutchen Det	603	Clarksville						
Elbert Kinser Detachment	615	Greeneville						
Lincoln County Detachment	702	Fayetteville						
Capt Jack Holland Det.	735	Jackson						
Lt. Alexander Bonnyman Det.	924	Knoxville						
Tri-Cities of Tennessee Det.	969	Gray						
Giles County Detachment	1108	Pulaski						
BGen. Austin C. Shofner Det.	1128	Tullahoma						
Stones River Detachment	1158	Smyrna						
TN Smoky Mountain Det	1206	Sevierville						
LCpl Andrew P. Carpenter Det	1286	Columbia						
Bobby Ray Detachment	1377	McMinnville						
Tipton County Detachment	1429	Atoka						
Crossville Detachment	1467	Crossville						
<b>Department of Tennessee</b>		<b>TOTALS&gt;</b>						

Copy To: Department Commandant

\_\_\_\_\_  
Department Toys-For-Tots Liaison





\_\_\_\_\_ DETACHMENT  
DEPARTMENT OF TENNESSEE  
MARINE CORPS LEAGUE

Date \_\_\_\_\_

From: \_\_\_\_\_ Detachment # \_\_\_\_\_, Scout Liaison

To: Department of Tennessee, Scout Liaison

Subj: Report of Eagle Scout Good Citizen Certificates Presented

Encl (1) Additional Names Attached \_\_\_ Yes \_\_\_ No

Check one: \_\_\_ **Semi-Annual** (1 July through 31 December 20 ) (Submit by 5 January)

\_\_\_ **Annual** (1 January through 30 June 20 ) (Submit by 5 July)

Total Good Citizen Certificates awarded during this reporting period \_\_\_\_\_.

The following Eagle Scouts received Good Citizen Certificates during this period.

Name of Eagle Scout	City	Troop #	Scout Council (If Known)

Copy To: Detachment Commandant

---

Detachment Scout Liaison





**DEPARTMENT OF TENNESSEE  
MARINE CORPS LEAGUE**

Date \_\_\_\_\_

TO: Marine Corps League, National Chairman, Scout Committee

FROM: Marine Corps League, Dept. of Tennessee, Scout Liaison

SUBJ: Report for Eagle Scout Good Citizen Certificates Presented

Check one:     **Semi-Annual**    (1 July – 31 December 20 )    (Submit by 15 January)  
                    **Annual:**                    (1 January – 30 June 20 )    (Submit by 15 July)

The following is a report of the activity of the Detachments within the Department of Tennessee completed during the periods listed above:

<b>DETACHMENT</b>	<b>Det. #</b>	<b>CITY</b>	<b>Jul-Dec</b>	<b>Jan-Jun</b>	<b>Yearly Total</b>
Music City Detachment	378	Nashville			
Sgt. Walter K Singleton Det.	476	Memphis			
SgtMaj Ernest F. Seagle Det	518	Chattanooga			
James N. McCutchen Det.	603	Clarksville			
Elbert Kinser Detachment	615	Greeneville			
Lincoln County Detachment	702	Fayetteville			
Capt Jack Holland Det.	735	Jackson			
Lt. Alexander Bonnyman Det.	924	Knoxville			
Tri-Cities of Tennessee Det.	969	Gray			
Giles County Detachment	1108	Pulaski			
BGen. Austin C. Shofner Det.	1128	Tullahoma			
Stones River Detachment	1158	Smyrna			
TN Smoky Mountain Det.	1206	Pigeon Forge			
LCpl Andrew P. Carpenter Det	1286	Columbia			
Bobby Ray Detachment	1377	McMinnville			
Tipton County Detachment	1429	Atoka			
Crossville Detachment	1467	Crossville			
<b>Department of Tennessee</b>		<b>TOTALS&gt;</b>			

Copy To: Department Commandant

\_\_\_\_\_  
Department Scout Liaison





**Department of Tennessee  
MARINE CORPS LEAGUE**

**EXPENSE VOUCHER  
Submit to Department Paymaster**

Date: \_\_\_\_\_ Requesting Reimbursement ( ) Pay Vendor / Supplier ( )  
Month / Day / Year

Member / Committee Requesting Funds \_\_\_\_\_  
Member and/or Committee Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip Code  
\_\_\_\_\_  
Phone Number Email Address .

Amount of Request: \_\_\_\_\_ When needed / due \_\_\_\_\_  
Month / Day / Year

Make Check Payable To: \_\_\_\_\_  
Member Name or Company Name  
\_\_\_\_\_  
Company Address, State, City, Zip

			Invoice / Receipt Attached	
			Circle One	
Date	Amount	Description / Purpose	YES	NO
_____	_____	_____	YES /	NO
_____	_____	_____	YES /	NO
_____	_____	_____	YES /	NO
_____	_____	_____	YES /	NO
_____	_____	_____	YES /	NO
_____	_____	_____	YES /	NO

=====

**TOTAL      OK TO PAY      Signature**

=====

+++++

**Paymaster Use Only**

Approved ( ) \_\_\_\_\_  
Date Amount Check #

Disapproved ( ) \_\_\_\_\_  
Date Reason / Disposition











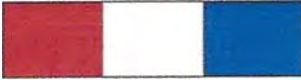
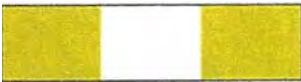

# DEPARTMENT AND DETACHMENT AWARDS

These Listings are extracted from Enclosure (4) of the National Bylaws and Administrative Procedures. Realizing the importance of recognizing the achievements and exceptional performance of Individual Members of the League, this will provide a ready listing for Commandants to select appropriate recognition. Refer to Enclosure (4) for details on the Awards.














It is suggested that the Department and Detachments maintain a supply of appropriate Medals and Ribbons to be able to:

- (1) present them immediately to newly Elected or Appointed Officers, and;
- (2) present the other Awards on a timely basis.

## Department Level Awards

	Department Marine of the Year Medallion & Ribbon
	Distinguished Citizen Silver Medal & Ribbon
	Distinguished Citizen Bronze Medal & Ribbon
	Distinguished Service Bronze Medal & Ribbon
	Department Commandant Medal & Ribbon
	Department Staff Elected Medal & Ribbon
	Department Staff Appointed Medal & Ribbon
	Department Recruiter Silver Medal & Ribbon
	VAVS/Community Service Ribbon
	Community Service Ribbon (JROTC)
	Board of Trustees Commendation Ribbon
	Department Meritorious Unit Ribbon
	Meritorious Individual Ribbon

## Detachment Level Awards

	Detachment Marine of the Year Medallion & Ribbon
	Distinguished Citizen Bronze Medal & Ribbon
	Distinguished Service Bronze Medal & Ribbon
	Detachment Commandant Medal & Ribbon
	Detachment Staff Elected Medal & Ribbon
	Detachment Staff Appointed Medal & Ribbon
	Detachment Recruiter Bronze Medal & Ribbon
	VAVS/Community Service Ribbon
	Community Service Ribbon (JROTC)
	Board of Trustees Commendation Ribbon
	Meritorious Individual Ribbon
	Ceremonial Guard Ribbon
	MCL Membership Medal & Ribbon

### Certificates which may be Awarded by either Department or Detachment (May be Awarded to League Members and Non-League Members)

Distinguished Citizen Award (Certificate Only)  
Distinguished Service Award (Certificate Only)

Certificate of Appreciation  
Certificate of Appreciation  
(For Displaying the United States Flag)



*DEPARTMENT OF TENNESSEE, MCL*  
*AWARD RECOMMENDATION FORM*

**Department Award Criteria:** When submitting a request for a Department award, the request must include all the information regarding what the person has accomplished, while serving in the capacity as a Marine Corps League member, a member of a subsidiary/subordinate unit or person(s) whom exemplify the principles and purposes to which the Marine Corps League was founded.  
Award recommendations must be legible. A blank second sheet in typewritten form is recommended, preferably in at least 12 point Times New Roman, as a continuation of the award recommendation.  
The request must be accompanied by the required endorsements. Without the proper endorsements, the request will be denied and returned to the submitter.  
*Note: All requests for Department Awards must be submitted to the Department Commandant via the appropriate addressee listed in the Via Block Below.*

<b>From: Name and Title, if any</b>	<b>To: Department Commandant</b>	<b>Via:</b> (1) Detachment Commandant (2) Department Division Vice Commandant (3) Department Awards and Citations Committee
-------------------------------------	----------------------------------	---

**A. Awardee Information**

<b>1. Name of Awardee or (Proposed New or Change to existing Award)</b>	<b>2. Detachment Name and Number</b>	<b>3. Dept</b>
<b>4. Awardee is a/an</b> (Please check one) <input type="checkbox"/> Regular Member <input type="checkbox"/> Associate Member <input type="checkbox"/> Other If other, specify _____ (Auxiliary, Young Marine, JROTC, etc.)		<b>5. Membership ID</b>
<b>6. Recommended Award</b>	<b>7. Reserved:</b>	

**8. Justification for Award** (Use a additional blank sheet to continue - For Unit Awards include the Inclusive Dates.):

**B. Endorsements**

(1 <sup>st</sup> Endorsement) Recommendation for _____ <p style="text-align: center; font-size: small;">Recipients Name</p> (Please check one) <b>Approved</b> <input type="checkbox"/> <b>Disapproved</b> <input type="checkbox"/> _____ <p style="font-size: x-small;">Signature: Detachment Commandant      Detachment      Date</p>	(2 <sup>nd</sup> Endorsement) Recommendation for _____ <p style="text-align: center; font-size: small;">Recipients Name</p> (Please check one) <b>Approved</b> <input type="checkbox"/> <b>Disapproved</b> <input type="checkbox"/> _____ <p style="font-size: x-small;">Signature: Division Vice Commandant      Division      Date</p>
---	--

**C. Committee Use Only**

From: Department Awards and Citations Committee

Subject: Individual or Unit Award

Recommendation for \_\_\_\_\_ We, the Department Awards and Citations Committee hereby:

Recipients Name

Approve  Disapprove  \_\_\_\_\_ receiving of this award in accordance with  

Recipients Name

the Department Bylaws and Administrative Procedures as set forth in CHAPTER TEN.

Dates for Meritorious Unit. Individual Awards: From \_\_\_\_\_ To \_\_\_\_\_.

_____	_____	_____
Chairman	Member	Date
	_____	
	Member	
	_____	
	Member	

If disapproved, the recipient is recommended to receive \_\_\_\_\_

**Instructions:**

**A.1. Name of Awardee.** If this is a Proposed Change to an existing award or a proposal of a new award, so specify and skip blocks 2-5.

- Identify the name of the existing award or identify the name of proposed award in block 6.
- Skip block 7.

**A.2.** Self-explanatory. If block 4 will be other, provide unit information.

**A.3.** Self-explanatory.

**A.4.** Self-explanatory.

**A.5.** For Identification purposes of Regular and Associate Members only.  
Failure to provide will not prevent the processing of this award recommendation.

**A.6.** Name of the existing award or if this is a proposed new award, designated name.

**A.7.** Reserved

**A.8.** Self-explanatory.

**B.** Endorsements of Detachment Commandant and Department Division Vice Commandants.

- Detachment Commandant will forward to your Division Vice Commandant
- Division Vice Commandant will forward to the Chairman, Department Awards Committee

**C.** Committee Use Only

## CEREMONIAL RIFLE PROGRAM

The Ceremonial Rifle Program is conducted by the US Army TACOM Life Cycle Management Command's Static Display and Ceremonial Rifle Team located in Warren, Michigan. The Secretary of the Army may conditionally lend or donate not more than 15 excess M-1 Garand rifles to eligible organizations. The Marine Corps League qualifies as a "Veterans Association". Any Detachment in good standing can request ceremonial rifles and blank ammunition through the Marine Corps League's National Headquarters, for use with color guards, parades, burial details, etc.

A letter, requesting approval from the Chief Operating Officer (COO), signed by the Detachment Commandant must be sent to this Headquarters, Attn: COO. All application forms are in Adobe PDF format, while they cannot be edited via computer, you are encouraged to print these forms for your use (they are to be filled in by hand). You must submit all forms in hard copy format by US mail. All documents must have an original signature and appropriate notary public endorsement. To begin the application process, complete the questionnaire and submit the documentation outlined on the checklist



Required Forms: Qualification Checklist,  
Certificate of Compliance,  
Certificate of Arms Storage

All required forms should be filled out and sent directly to U.S. ARMY TACOM at:

U.S. Army TACOM Life Cycle Management Command  
ATTN: AMSTA-LC-LEAD, M/S: 419  
6501 East 11 Mile Road  
Warren, MI 48397-5000

Your letter to the COO must state that all of the required forms have been sent to U. S. ARMY TACOM. Ceremonial rifles available are M1 Garands (equipped with blank firing adapters) which are issued on a conditional basis, These rifles remain the property of the United States government. The rifles cannot be loaned, sold, transferred or given to anyone else.

Once the weapons are issued the following documentation is required and must be maintained:

**Conditional Deed of Gift.** The Army will forward two sets of a Conditional Deed of Gift. This Deed outlines your responsibilities for the retention, the maintenance, and the conditions to retain the weapons. Sign both documents, have them notarized, and return one original to them within 30 days. The other is for your file. This document is proof that your organization is an authorized custodian of these United States Army owned ceremonial rifles. Please protect it as such.

**Ceremonial Rifle Inventory List.** You are required to complete this form by recording the model, manufacturer, and serial number of each weapon received within 30 days of receipt of the weapons. Retain a copy for your file. This allows you and the Army to accurately record and catalog the weapons in your possession. In the unlikely event of a theft or loss of your weapons, it also aids you in accurately reporting the missing weapons to the police for investigation. You are required to report the loss of any weapon to the appropriate local authorities and to TACOM within 24 hours of discovery.

**Triennial Certification of Ceremonial Rifles.** Complete every three years from the agreement date on the Conditional Deed of Gift for your weapons. For example, with a date of Agreement of July 2008 for this organization, this document is due on July 2011, July 2014, July 2017, etc. This certificate confirms that you have the weapons, you wish to retain them, and you are properly caring for them. If at any time you wish to return your rifles, you can use this form for that purpose.

Once your request for a letter of endorsement has been received here, we will endorse it and forward it to TACOM indicating you are a Detachment in good standing and what your strength was at the end of the most recent quarter. Once TACOM receives your request and our endorsement, they will correspond directly with you. Allow 4-6 weeks before your request starts the cycle at TACOM and 6-9 months before you receive the rifles.

Send requests for ammunition and clips to:

Commander  
US Army Joint Munitions Command  
ATTN: AMSJM-CDS (Dawn Folland)  
One Rock Island Arsenal  
Rock Island, IL 61299-6000

Slings are not provided through the Donations Program Group. The slings are available through commercial sources.

**PLEASE REMEMBER THAT AT NO TIME IS LIVE AMMUNITION TO BE FIRED BY WEAPONS RECEIVED THROUGH THIS PROGRAM.**

Providing ammunition for ceremonies is a traditional mission for JMC. Since the end of World War II, the Army has been supplying ceremonial ammunition to Veterans' Organizations to conduct military honors for their fallen comrades.

Contact JMC:

877-233-2515

[amc.rock.org.jmc-ceremonial-ammo-requests@mail.mil](mailto:amc.rock.org.jmc-ceremonial-ammo-requests@mail.mil)



Department of Tennessee  
Marine Corps League  
VAVS Questionnaire

---

For period: July – December

January – June

July – June

*(Please Print)*

Detachment name and number \_\_\_\_\_.

Detachment location \_\_\_\_\_.

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_.

Number of members in your Detachment ( \_\_\_\_\_ )

Your Medical Centers name and location \_\_\_\_\_.

Total volunteer hours spent at Center by all volunteers ( \_\_\_\_\_ )

Total volunteer hours spent at other than the Center ( \_\_\_\_\_ )

Total monetary donations made by Detachment and/or members to Center \$ \_\_\_\_\_.

Total monetary donations made to other than the Center \$ \_\_\_\_\_.

Cost of equipment and/or items donated to the Center \$ \_\_\_\_\_.

*(If new, use actual cash value; if used use Fair Market Value)*

Cost of equipment and/or items donated to other than the Center \$ \_\_\_\_\_.

Does your Detachment have a VAVS or Deputy Representative? Yes \_\_\_\_\_ No \_\_\_\_\_.

**(For VAVS Rep. or Deputy Rep)** (If none, leave blank)

*Representative should be receiving computer printout each month of all hours served.*

Name \_\_\_\_\_ Rep. \_\_\_\_\_ or Deputy. \_\_\_\_\_.

Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_.

*Complete the application and return it to me **no later** than the date noted for that period.*

Submitted by \_\_\_\_\_ Office \_\_\_\_\_ Date \_\_\_\_\_.

Please include your contact Email address: \_\_\_\_\_ Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_.

Mail to: SE Division VAVS Liaison

Get contact information from SE Div Web Site

*(Any explanation of any item may be submitted on additional pages)*



## Suggested Motion Log

\_\_\_\_\_ Det # \_\_\_\_\_

### Approved Motions Log

DATE	SUBJECT	MOTION - MADE BY - APPROVAL
2/27/___	Hon. Membership for _____	Marine _____ made a motion that the Detachment give a free, one-year Detachment honorary membership to Marine _____ from _____, TN, who is recovering from amputation of both legs after being hit with an IED in Iraq. The motion was seconded by Marine _____ and was approved by voice vote.
2/27/___	Paying expenses for Dine-In Guest of Honor	Marine _____ made a motion that the Detachment pay the Dine-In Guest of Honor \$ _____ to cover his or her expenses for the event. The motion was seconded by Marine _____ and approved by voice vote.
3/27/___	Length of 20__DC trip	Marine _____ made a motion that the September 2007 trip to DC be limited to five days. The motion was seconded by Marine _____ and approved by voice vote.
3/27/___	Reimburse postage cost for Iraq packages	Marine _____ made a motion that the Detachment reimburse the \$ _____ postage expense that has been paid to mail the packages to _____ unit in Iraq. The motion was seconded by Marine _____ and was approved by voice vote.
4/24/___	Establish Blood Donor Account	Marine _____ made a motion that the Detachment establishes a blood donor account with MEDIC for the Detachment. The motion was seconded by Marine _____ and approved by voice vote.
4/24/___	Non-refundable fee for 07 DC trip	Marine _____ made a motion that there be a \$ _____ non-refundable fee to reserve a seat for the 20__ trip to DC and that if 40 people had not paid the fee by 6/30/___, the trip would be canceled. The motion was seconded by _____ and approved by voice vote.
4/24/___	Pay delegate fees to ___ Dept. Convention	Marine _____ made a motion that the Detachment pay the \$ _____ delegate fees for the 20__ Department Convention. The motion was seconded by Marine _____ and approved by voice vote.
6/26/___	Donate \$100 to Marine Youth Foundation	Marine _____ made a motion that the Detachment donate \$1 _____ to the US Marine Youth Foundation to support its youth fitness program. Marine _____ seconded the motion and it was approved by voice vote
6/26/___	Extend deadline for trip deposits	Marine _____ made a motion that the deadline previously set by motion for the required number of bus deposits for the fall trip be extended to 31 July. The motion was seconded by Marine _____ and approved by voice vote.
7/31/___	Purchase of portable pavilions for Nursing Home	Marine _____ made a motion that the Detachment reimburse the Chaplain \$ _____ for the cost of two portable pavilions for the Atchley Nursing Home. The motion was seconded by Marine _____ and approved by voice vote.
7/31/___	Sponsoring 2 YM Teams for ___ Mud Run	Marine _____ made a motion that the Detachment sponsor two teams of Young Marines for the 20__ Marine Mud Run, as they have in the past. The motion was seconded by Marine _____ and was approved by voice

