

TEMPLATE Detachment Dates to Remember

JANURAY:

Whatever Day you meet—Regular meeting

CMDT or Adjutant check P.O. Box

Special Event??

1st Nominations for Detachment Elected Officers (list two months before your annual elections)

Ensure that Chaplain is sending Notice of Deaths are sent to Department Chaplain for any members that Passed and Adjutant sends in transmittals with same information to department Paymaster

First Responders of the Year Nominations—Different dates and locations depending on the organizations schedule

Ensure Webmaster updates the Website

Ensure Transmittals are sent for any New Members signed up this month

Check with Social Media/Webmaster about this month's Facebook Profile and other social media activities

Special Project??

Assign someone to reach out to members that missed the Regular meeting (Chaplain or Adjutant are good choices

Ensure RUST INSURANCE form completed for any special events happening next month:

<http://rustinsforms.com/mcl/>

FEBRUARY:

Whatever Day you meet —Regular meeting

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3--4 Chaplains Ceremony

Ensure that Chaplain is sending Notice of Deaths are sent to Department Chaplain for any members that Passed and Adjutant sends in transmittals with same information to department Paymaster

Ensure Transmittals are sent for any New Members signed up this month

Normally the middle of the month National Winter Conference

Ensure Webmaster updates the Website

Normally the closest Saturday to February 23rd. Ira Hayes Parade and Celebration

2nd Nominations for Detachment Elected Officers (list 1 month before your annual elections)

15--Submit Commandants Council Report to Department Adjutant

15--Submit Department MOY/AMOY Nomination to Department Adjutant

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Check with Social Media/Webmaster about this month's Facebook Profile and other social media activities

Special Project??

Assign someone to reach out to members that missed the Regular meeting (Chaplain or Adjutant are good choices)

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MARCH:

Whatever Day you meet —Regular meeting

Ensure that Chaplain is sending Notice of Deaths are sent to Department Chaplain for any members that Passed and Adjutant sends in transmittals with same information to department Paymaster

Ensure Transmittals are sent for any New Members signed up this month

Ensure Webmaster updates the Website

normally first or second weekend in March Department Conference Place Varies

3rd Nominations for Detachment Elected Officers and Elections (list the month of your annual elections)

Submit 990 to IRS

Complete the Arizona corporation Commission Registration

Detachment Paymaster Audit

Check with Social Media/Webmaster about this month's Facebook Profile and other social media activities

Special Project??

Between the Election in ??? and the Installation in ??? you need to choose your Appointed staff to include but not limited to: Adjutant, Paymaster, SGT-AT-ARMS, Chaplain, Webmaster, Social Media (Facebook, Instagram, etc), Marine for Life, Birthday Ball Chair, and any other positions you deem viable to keep the Detachment Running Smoothly (list the month of your annual elections)

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APRIL:

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TEMPLATE Detachment Dates to Remember

Ensure Transmittals are sent for any New Members signed up this month

Ensure AZ Corporation Commission file is updated

Ensure Webmaster updates the Website

4-H visit Casa Grande

Send in our Delegates Names and Fees for Department Convention--Paymaster and CMDT will get an E-mail from the Department Paymaster with this info

Check with Social Media/Webmaster about this month's Facebook Profile and other social media activities

Special Project??

Installation of officers. Within 30 days of installation conduct an inventory of all Detachment possessions. (list the month of your annual installation)

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MAY:

Southwest Division Conference Date and Place varies.

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Ensure Webmaster updates the Website

Whatever Day you meet —Regular meeting

ROTC Awards Ceremony

Run for the WALL Participation

Veteran Parade Meeting at HOHP

15--Submit Commandants Council Report to Department Adjutant

Normally the 3 Saturday Armed Forces Day Parade

Last Saturday—Memorial Day Ceremony at Mountain View Cemetery: 15506 Skyway Ave

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JUNE:

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Flag Retirement Ceremony

Veteran Parade Planning Meeting

Department Convention Place Varies

Detachment Paymaster Audit

Send in our Delegates Names and Fees for National Convention--Paymaster and CMDT will get an E-mial from the Department Paymaster with this info

Check with Social Media/Webmaster about this month's Facebook Profile and other social media activities

Special Project??

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Veteran Parade Planning Meeting

4-H visit Casa Grande

Pay Post Office Box

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AUGUST:

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Veteran Parade Planning Meeting

Ensure Webmaster updates the Website

National Convention Place Varies

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Veteran Parade Planning Meeting

Detachment Paymaster Audit

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OCTOBER:

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Veteran Parade Planning Meeting

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Normally 4th Saturday Car and Bike Show in Coolidge VFW Post 3713 and Battle of the Bands

Solicit First Responders of the Year Nominations—(Police Officer, Fireman, paramedics, emergency medical technicians, and 911 Operators) for presentation in December or January

Normally the Second or Third weekend Department Conference Place Varies

Paid Life Membership (PLM) Audits due to Department and National

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Veterans Day Parade

Marine Corps Birthday Ball

Marine Corps Birthday Ball after action meeting

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DECEMBER:

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Toys For Tots

Christmas Party

Detachment Paymaster Audit

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