

MARINE CORPS LEAGUE AUXILIARY

INSTRUCTIONS FOR COVER SHEETS

1. Cover Sheet for Department Transmittals:

Enclosure #24 is to be used by the Department Treasurer when sending transmittals to National Headquarters. Two copies are to be mailed with the transmittal; one copy will be receipted and returned to the Department Treasurer.

All appropriate information is to be completed, especially the membership information at the top right of the page. This will allow both the Department Treasurer and the National Secretary an opportunity to keep track of the total membership transmitted by the Department.

This cover sheet will also give information as to when the transmittal was sent.

2. Americanism/Child Welfare/Rehabilitation/Civics/VAVS/Girl Scout Cover Sheet:

Enclosure #25 is to be used by each of the above named Department Chairman when completing reports for the Department Convention. Three copies of this form, together with a copy of each Unit's report, must be completed with all appropriate information thereon.

One copy is to be sent to the proper National Chairman by July 1 prior to the National Convention; one copy is to be given to the Department Secretary; and one copy is to be retained by the Department Chairman and given to her successor for record.

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