



MARINE CORPS LEAGUE AUXILIARY GLOSSARY OF ABBREVIATIONS, ACRONYMS AND TERMS

ABBREVIATIONS AND ACRONYMS

AM	Associate Member
ADVP	Assistant Division Vice President
DVP	Division Vice President
EIN	Employer Identification Number
HQ	Headquarters
JA	Judge Advocate
JVP	Junior Vice President
LM	Life Member
MAL	Member-at-Large
MCL	Marine Corps League
MCLA	Marine Corps League Auxiliary
MODDF	Military Order of the Devil Dog Fleas
OLA	Operation Little Angel
PDP	Past Department President
PNP	Past National President
PPC	Past Presidents' Club
PUP	Past Unit President
SVP	Senior Vice President
T4T	Toys for Tots
USMC	United States Marine Corps
VAVS	Veterans Administration Volunteer Service
YM	Young Marines

TERMS

990 and 990N

As of 2008, all tax-exempt organizations, including MCLA departments and units, must file a Form 990N annually on or before November 15 with the IRS. The form must be completed and filed electronically at the following website: <https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard> (halfway down see the Ready to File? Link)

Banner

Each department and unit are entitled to purchase its own banner (flag). For specifications, visit the National website: www.nationalmcla.org. see Enclosure 37

Bond Fee

Each unit is responsible for paying an annual bond fee by August 31 each year. The bond form is available on the National website: www.nationamcla.org. see Enclosure 2

Divisions

There are 10 divisions, each with an elected Vice President and Assistant Vice President. The divisions are:

New England Division	(Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island)
Northeast Division	(New Jersey, New York, Pennsylvania)
Midwest Division	(Virginia, West Virginia, North Carolina, Delaware, Maryland, District of Columbia, Virgin Islands, Puerto Rico)
Southeast Division	(Alabama, Florida, Georgia, South Carolina, Mississippi, Louisiana, Tennessee)
Midwest Division	(Missouri, Iowa, Kansas, Minnesota, Nebraska, North Dakota, South Dakota)
Central Division	(Michigan, Ohio, Indiana, Illinois, Wisconsin, Kentucky)
Southern Division	(Oklahoma, Texas, Arkansas)
Southwest Division	(Arizona, California, Hawaii, Nevada)
Rocky Mountain Division	(Colorado, Utah, New Mexico, Wyoming)
Northwest Division	(Alaska, Washington, Oregon, Montana, Idaho)

Credentials

Delegates and Alternates desiring to attend business sessions of a National Convention must possess paid up membership cards, plus properly executed, signed and prepaid credentials, and must be registered with, and approved by, the Convention Credentials Committee. See Enclosure 1

Delegate/ Alternate

Each unit is entitled to one or more Delegates/Alternates to the National Convention, depending upon the number of members in the unit. (See National Bylaws, Article One, Section 105.)

Employer Identification Number

An Employer Identification Number (EIN) or Federal Tax Identification Number is used to identify a business entity. The number is required by all units and is issued by the Internal Revenue Service.

Enclosures

Enclosures are the forms referenced in the National Bylaws that can be accessed on the National website: www.nationalmcla.org.

Fiscal Year

The League and Auxiliary operate on a fiscal year of July 1 to June 30.

GoodSearch.com

A website that serves as a portal to search the web and to shop at a wide variety of stores while helping to raise funds for the cause of your choice. Please specify “Marine Corps League - Auxiliary” (Stafford, VA) when visiting this website.

National Board of Trustees

The National Board of Trustees is comprised of the elected National Officers: National President, National Senior Vice President, National Junior Vice President, National Judge Advocate, National Vice Presidents of Divisions, Junior Past National President.

National MCLA Headquarters Project

The Headquarters Project is National’s semi-annual (fall and spring) fundraiser. Information will be disbursed to each member twice a year, please participate and support the MCLA HQ.

Operation Little Angel

Operation Little Angel is a program of the National Marine Corps League Auxiliary, the purpose of which is to provide clothing, food, toys, and items necessary for survival to agencies that provide care for children in crisis. Learn more about how you can help at www.nationalmcla.org. Click on “Operation Little Angel.”

Reports

Each unit is responsible for annually reporting volunteerism (volunteer hours, times, and value of donations) in the following categories: Americanism, Child Welfare and Youth Activities, Civics, Girl Scouts, Rehabilitation, and VAVS. Forms and instructions may be found on the National website: www.nationalmcla.org. See various Enclosures.

Robert's Rules of Order (Revised)

This is the parliamentary reference for all meetings including Conventions of the Marine Corps League Auxiliary. A quick reference book is available in the Ship Store.

Ship Store

The Marine Corps League and Marine Corps League Auxiliary both operate Ship Stores that offer merchandise specific to the needs of members. There are two ways to order: fill out the Merchandise Order Form from the National website and scan and email it to mclahq@nationalmcla.org, or mail it to National MCLA Headquarters, P.O. BOX 3038, Stafford, VA 22555-3038.