

DEPARTMENT OF ILLINOIS – MARINE CORPS LEAGUE
OFFICERS REPORT



NAME OF OFFICE _____

OFFICER'S NAME _____

PERIOD COVERED _____

SIGNATURE _____

1. DETACHMENTS VISITED DURING THIS PERIOD:

_____ VISITS, _____ TOTAL MILES.
(List dates & places on reverse)

2. VISITS TO ALLIED ORGANIZATIONS AND SOCIAL EVENTS ATTENDED IN AN OFFICIAL CAPACITY:

_____ VISITS, _____ TOTAL MILES
(List dates & places on reverse)

3. OFFICIAL TELEPHONE CALLS MADE FOR DEPARTMENT OR DISTRICT BUSINESS DURING THIS PERIOD:

_____ CALLS, AT \$ _____ IN COSTS.
(List dates & persons on reverse)

4. OFFICIAL CORRESPONDENCE INITIATED OR ANSWERED DURING THIS PERIOD :

_____ PIECES. COPIES FILED WITH DEPT. ADJUTANT?
_____ YES, or _____ NO.

5. I DID _____, DID NOT _____ ATTEND LAST DEPARTMENT STAFF CONFERENCE, HELD AT:

_____ (Place) _____ (Date)

6. I ESTIMATE I HAVE DEVOTED _____ HOURS OF WORK TO DEPARTMENT BUSINESS OR TO MARINE CORPS LEAGUE IMPROVEMENT DURING THIS PERIOD

7. TOTAL OFFICIAL TRAVEL PERFORMED FOR THE DEPARTMENT DURING THIS PERIOD:

(List dates and places on reverse) _____ TRIPS, TOTALING _____ MILES.

8. SIGNIFICANT PROBLEMS ENCOUNTERED:

MY RECOMMENDATIONS FOR SOLUTION ARE:

9. DURING THIS PERIOD, I HAVE RESOLVED THE FOLLOWING PROBLEMS:

10. POINTS OF PARTICULAR INTEREST TO BE RELATED TO THE ASSEMBLY: (BRIEF)

11. SUGGESTIONS AND/OR MY PLANS FOR ACTIVITIES DURING THE NEXT PERIOD:

12. DURING THIS PERIOD, I SUBMITTED _____ ARTICLES TO THE ILLINOIS MARINE EDITOR

13. DURING THIS PERIOD, I ATTENDED _____ MEETINGS AND _____ FUNCTIONS OF MY DETACHMENT

14. DURING THIS PERIOD, I VISITED _____ SICK MEMBERS AND ATTENDED _____ WAKES OF MEMBERS, OR MEMBERS' FAMILIES

15. DURING THIS PERIOD, I RECRUITED AND "SIGNED UP" _____ MEMBERS.