



## DEPARTMENT OF NEW HAMPSHIRE

### **Administrative Procedure: 1.0**

### **Marine of the Year Department Level**

#### **Background**

The Marine of the Year award can be granted at the National, Departmental and Detachment Levels.

#### **Department Level Award**

This award is the highest award that the Department can bestow on one of its members. It is an award that is coveted by every Marine actively participating in Marine Corps League activities.

The Department Marine of the Year (DMOY) award is not presented lightly. The recipient must demonstrate by his/her service to the Department that they have performed services above and beyond the normal expectations of a member of the Marine Corps League, exemplifying its highest traditions.

#### **Selection**

All nominations for the DMOY shall originate from a member of the Department staff or a Detachment Commandant. The current Department Commandant is not eligible for consideration of the award.

#### **Process**

Listed on a single sheet of paper are the services performed by the nominee in sufficient detail to fully describe his/her actions to warrant consideration of the award. Any meritorious deed or deeds so identified as being within the scope of these requirements shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League or has enhanced and furthered the concepts of the duties of being a Marine or a citizen of the United States of America.

The nominee's name **is not** to be placed on this sheet of paper. Placed in the upper right hand corner of the sheet is an identification sign. This description of service is to be placed in a sealed envelope. In a second envelope is placed a sheet of paper with the name of the nominee and the same identification sign in the upper right hand corner. This envelope is also to be sealed. The two envelopes are then sent to the Chairman of the Selection Committee at an address to be identified each year.

#### **Committee**

A committee will be established for the purpose of reviewing all DMOY nominations submitted for consideration for the Department Marine of the Year. The chair of this committee will be the last recipient of the Department of New Hampshire, Marine of the Year. If the last recipient isn't available another recipient of the award will be requested to chair this committee. If none of the recipients are available the Department Commandant will serve as chair. The Chair of the committee will request at least two other Marine Corps League members to serve on the committee. League members requested to serve must be members in good standing.

## **Nomination Process**

All nominations for the DMOY must be postmarked no later than the last day of October (30<sup>th</sup>) in any given year.

The Chair will receive and hold the nominations in the sealed envelopes until the 10<sup>th</sup> of November at which time he/she will schedule a meeting of the committee.

The committee must meet by the last week in November to review all nominations to determine the individuals who best meet the eligibility requirements and the spirit of the Marine of the Year program.

## **Award**

The DMOY committee will open the letters containing the description of the deeds of the nominee and review the data presented. The committee reserves the right to reject any or all nominations that do not clearly define exemplary service provided. When the selection is made the committee will then open the envelope containing the name of the nominee and match the identifying sign on the statement of deeds to a like sign on the sheet containing the name of the nominee to determine the winner of that year's award. If a selection is made the Committee chair will notify the Department of New Hampshire Commandant and the award recipient's Detachment Commandant. Under no circumstances will the name of the selected DMOY be revealed until the actual presentation of the award. The only individuals who will be cognizant of the award prior to presentation are the committee members, the Department and Detachment Commandants involved.

## **Presentation of Award**

The Department Commandant or his/her designee shall make the award at the annual joint installation of the Detachment officers.

The recipient is eligible to wear the Department Marine of the Year - Scarlet & Gold ribbon with the FMF Device and the MOY medallion on a ribbon around his/her neck.

The recipient will also be given a Marine of the Year plaque inscribed as follows:

MARINE OF THE YEAR

**YEAR**

Marine NAME

Department of New Hampshire

Marine Corps League

\*\*\*\*\*

Send nominations to

**CHAIR NAME**

**ADDRESS**

**ADDRESS**



## **Administrative Procedure: 2.1 Conventions/Conferences**

- PURPOSE:** To encourage attendance of the Commandant of the Department of New Hampshire at the annual Marine Corps League's National Convention, Mid-Winter Conference and Quad State Convention.
- EXPENDITURES** The Department will cover the following defined expenditures for the Department of New Hampshire's Commandant.
- Expenditures covered:
- Registration Fee
  - Lodging and meals during the time of the officially scheduled function.
- Expenditures not covered:
- Costs associated with transportation to and from function site.
  - Costs associated with the purchase of alcoholic beverages or souvenirs.
- AUTHORIZATION** Approval must be granted by the board of trustees to sponsor attendance by the Commandant of The Department of New Hampshire to a National Marine Corps League sponsored function and the Quad State Convention.
- Prior to granting approval to attend a convention or the Quad State Convention, the Board of Trustees will review with the Paymaster the anticipated cost that the Department will incur to ensure availability of funds to cover the expected expenditures and ensure that it was included in the current year's budget.
- REIMBURSEMENT** Prior to reimbursing the Commandant for expenses incurred, a receipt must be provided for all expenditures. The amount to be reimbursed for allowable expenditures shall be no greater than the budgeted amount

Revision approved at the Department meeting held on 24 June 2007



## DEPARTMENT OF NEW HAMPSHIRE

### Administrative Procedure: 3.0

### Payment of Dues

#### Procedure Purpose:

To state the process to be followed in the payment of the National and Department of New Hampshire Dues.

#### Procedure Steps:

**Annual:** In December the Detachment Paymaster is to submit to the Department Adjutant a Report of Officer Installation. This report is to contain the amount of the renewal dues for members of the Detachment, which includes the National dues as approved by the delegates at the National Convention, the Department dues as approved by the Department of New Hampshire members and the amount of the Detachment dues as approved by the Detachment membership at a Detachment meeting. The National dues shall be as stated by MCL headquarters.

Prior to the member's anniversary date a dues notice will be sent to all non-life members of the MCL requesting payment in amount noted on the "Report of Officer Installation" submitted by the Detachment in December.

The member is to submit the noted amount to the Detachment Paymaster

The Detachment Paymaster is to prepare a "Membership Dues Transmittal & Change Notification Form" providing the requested information. The form allows for up to eight member's dues payment, including life membership payments, and/or changes in the member's data base. This form is to be sent to the Department Paymaster along with two checks. One check is for the National Dues and is made payable to the National MCL. The second check is to be made payable to the Department of New Hampshire in the amount of the number of member's on the form times.

The "Membership Dues Transmittal & Change Notification Form" must be signed by the Detachment Paymaster and then submitted to the Department Paymaster with applicable checks.



## DEPARTMENT OF NEW HAMPSHIRE

### Administrative Procedure: 4.0

### Special Uniform Authorization

#### **Purpose:**

To authorize the wearing of additional outerwear in the event of inclement weather.

#### **Authorization:**

The local Detachment Commandant or the Department Commandant of New Hampshire may authorize the wearing of the following clothing over the MCL uniform of the day.

In cold weather the members of the Detachment are allowed to wear, with authorization, a Green Marine sweater over the MCL uniform or under the red Marine nylon jacket or both depending on conditions.

In wet weather the members of the Detachment are allowed with authorization to wear a clear rain coat or poncho.



## DEPARTMENT OF NEW HAMPSHIRE

This policy was unanimously approved by the Department on September 27, 2009.

### Administrative Procedure: 5.0

#### Financial Assistance to Individual Marines

##### Procedure Purpose:

To state the policy & process to be followed for providing financial assistance to individual Marines.

##### Procedural Steps:

- Any requests for financial assistance for individual Marines will be submitted to the Department Commandant promptly.
- The Commandant will make reasonable efforts to evaluate the legitimacy of the request, as well as the current financial circumstances of the Department.
- The Commandant is authorized to provide an amount of up to \$100.00 to assist an individual Marine. Such expenditures will be reported to the membership at the next scheduled meeting.
- Expenditures of amounts from \$100.01 up to \$500.00 may be authorized by the Commandant, with the approval of two Department Officers. The Commandant will first attempt to obtain the approval of two elected officers. If the Commandant is unable to reach two elected officers, then appointed officers may substitute. Initial approval may be obtained verbally, but must be followed up in writing or via e-mail within 48 hours. Such expenditures will be reported to the membership at the next scheduled meeting.
- Expenditures of amounts in excess of \$500.00 must be approved by a majority vote of the membership at a regular Department meeting.
- Names of proposed and/or actual recipients will be kept confidential to the greatest possible extent.
- Assistance will be given in the form of gift cards or payments to third parties. **Under no circumstances will funds be given directly to the recipient.**



## DEPARTMENT OF NEW HAMPSHIRE

Added at the September 25<sup>th</sup> 2011 Quarterly Meeting

### **Administrative Procedure: 6.0**

### **DNHMCL Work Uniform**

#### **Procedure Purpose:**

To provide a description and use of a Department “Work” uniform

#### **Description:**

The “work uniform” will consist of khaki trousers, pants or shorts with a red t-shirt or golf shirt with Marine Corps League or Marine Corps logo on it. A baseball cap, no cap or the MCL cover may be worn with the uniform

#### **Uses:**

The “work uniform” will be used in place of the MCL uniforms for work details such as grounds cleaning, picnic set-up and any other social events that may cause more than normal wear and tear on a uniform.

#### **Purpose:**

The “work uniform” will give the impression of uniformity among the department when on a work detail.



## DEPARTMENT OF NEW HAMPSHIRE

Voted on and passed 11 December 2011 at Joint Installation

**Administrative Procedure: 7.0, 7.1, 7.2**

### **DNHMCL Scholarship Committee, Eligibility & Application**

#### **Procedure Purpose:**

**To state the policy & process to be followed for providing a committee to choose the scholarship awardees**

#### **7.0 - Procedural Steps:**

1. At the **November** quarterly meeting, the Department will: **change to last Quarterly of year**
2. -Appoint a Scholarship Committee, consisting of at least three members, representing at least three Detachments. At least one member shall be a Department officer, who shall serve as committee chair.  
-Designate an amount of money to be made available for scholarships.
2. The Scholarship Committee Chair shall be responsible for collecting scholarship applications and distributing them to all committee members on a timely basis.
3. The Scholarship Committee shall consider all applications, and shall prepare a recommendation for scholarship awards, to include the name (s) of the recipient (s) and the amount (s) to be awarded. The committee may recommend awards of different amounts to different individuals. Decisions of the Scholarship Committee shall be made by simple majority vote. The Chair shall vote only if necessary to break a tie.
4. If any Scholarship Committee member is related to any scholarship applicant, by birth or marriage, the member shall excuse him or herself from the committee. If this reduces committee members to below minimum standards, the Chair shall report to the Department Commandant, who shall appoint an alternate member. If an applicant is known, but not related to a committee member, the member may continue to serve, but should disclose this information to the committee as soon as possible.
5. The business of the Scholarship Committee may be conducted by telephone, e-mail, postal mail, or any other means; but must be concluded prior to the start of the March/April Department meeting.

6. The Scholarship Committee shall present its recommendations to the Department at the **March/April** meeting. The Department shall vote to approve or disapprove the committee's recommendations. If the vote is to disapprove, then the amount appropriated shall revert to the scholarship fund for future distribution. After the vote is taken, the Department will review the scholarship procedure and application for possible changes.
7. If approved, a check for the amount of the scholarship shall be made payable the recipient and to the school that he or she will be attending, and will be mailed to the school no later **than August 1**.
8. If possible, scholarship awards will be formally presented to recipients by Department and/or Detachment personnel.

## **7.1 - DNHMCL SCHOLARSHIP APPLICATION CRITERIA**

### 1. Eligibility:

- Active duty or honorably discharged Marines.
- Spouse, child or step-child of a Marine who has died while on active duty.
- Active MCL member- (member in good standing-paid up)
- Spouse, child, step-child, grandchild, or step-grandchild of any active MCL member.
- Member of Young Marines and/or Marine JROTC for at least six months.

### 2. Requirements:

- Completed application form.
- Most recent H.S. and/or college transcripts (at least two years).
- Letter of acceptance from college, university, or trade school.
- Letter of recommendation.
- 1 page essay on one of the following subjects:
  - My chosen field of study.
  - Why I love America.
  - A Marine I have known.

### 3. Deadline:

Completed applications are to be mailed to **Chair of committee**. Applications must be post-marked by Feb 24 and received by March 1. Applicants will be informed of results by mail no later than April 30.

## **7.2 – DNHMCL Application: See page 3**



# Department of New Hampshire Marine Corps League 2018 Scholarship Application

*Must be typed or legibly printed*

Please Check One: "New" \_\_\_\_\_ "Renewal" \_\_\_\_\_

Application Date: \_\_\_\_\_ Birth Date \_\_\_\_\_  
Name: Last \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_  
Address: Number & Street \_\_\_\_\_  
Apt. # \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone #: H \_\_\_\_\_ C \_\_\_\_\_  
Applicant's email: \_\_\_\_\_  
High School Attended: \_\_\_\_\_  
College, University, or Technical School \_\_\_\_\_  
Expected Entry Date: \_\_\_\_\_ Class Year (Fall Term): 1 2 3 4 (Circle One)  
Occupational or Professional Goals: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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## **Sponsor/Applicant Eligibility**

Member MCL- Yes \_\_\_ No \_\_\_ If yes- Detachment \_\_\_\_\_ # \_\_\_\_\_  
MCL # \_\_\_\_\_ or PLM # \_\_\_\_\_  
Sponsor or Applicant member of Armed Forces: Yes \_\_\_ No \_\_\_ Branch \_\_\_\_\_  
Not MCL please have copy of current military ID \_\_\_\_\_ or copy of DD-214 \_\_\_\_\_  
Sponsor's relationship to applicant: Father \_\_\_ Mother \_\_\_ Grandparent \_\_\_ Step \_\_\_  
Sponsor's Name: Last \_\_\_\_\_ First: \_\_\_\_\_ MI \_\_\_\_\_

### **FOR DEPARTMENT AND COMMITTEE USE ONLY**

**Department Certification:** The Paymaster certifies the applicant or sponsor is a member in good standing.

Paymaster Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Applicant has been certified and application has been received by committee*

Signature of Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for scholarship: Date \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MARINE CORPS LEAGUE  
DEPARTMENT OF NEW HAMPSHIRE**

ADMINISTRATIVE PROCEDURES - NO. 9

**FUND RAISING IN ANOTHER DETACHMENT'S AREA OF COVERAGE**

1. If a Detachment desires to conduct a fundraising activity in another Detachment's area of coverage (see attached Detachment area chart), the requesting Detachment shall notify the Commandant of the area Detachment in writing (regular or electronic mail or hand delivery) at least **60 days prior** to conducting the activity. A copy of the notification shall be sent simultaneously by the requesting Detachment to the Department Commandant.
2. The area Detachment shall respond in writing (regular or electronic mail or hand delivery) to the requesting Detachment's Commandant within **10 calendar days** (inclusive of holidays and weekends) with a copy to the Department Commandant, stating with particularity the basis upon which the request is accepted or denied. If the area Department does not respond within 10 days, the requesting Department may conduct the activity.
3. If the area Detachment denies the request, the requesting Detachment may appeal the decision in writing to the Department Commandant with a copy to the area Detachment's Commandant. The Department Commandant, in consultation with the Department Senior Vice Commandant, Junior Vice Commandant and Judge Advocate, shall issue a decision on the appeal within 5 calendar days. The decision of the Department shall be final.
4. Failure to follow this procedure will disqualify the requesting Detachment from participating in the area Detachment's area of coverage.
5. If 2 outside Detachments desire to hold a fundraising event in the same Detachment it will be the first request received and approved.

Procedure adopted 24 September, 2017.