

PROCEDURES

REPORT OF OFFICER INSTALLATION (ROI)

MCL NATIONAL PROCEDURES

- Section 855 & 940. Election of Officers. Each Department / Detachment shall hold an annual election and installation of officers between September 1 and May 15th (Department deadline is June 30th). The "Report of Installation" form must be received by the National Headquarters by June 30th (Department deadline is July 31st) of each year. Any time throughout the year and there was a change in any Officer's position, that new officer must be sworn in accordance with Administrative Procedures and a new "Report of Installation" form must be submitted. THE "REPORT OF INSTALLATION" SHOULD BE SUBMITTED TO THE DEPARTMENT ADJUTANT/PAYMASTER WHO WILL FORWARD A COPY TO DIVISION AND HEADQUARTERS.
- Section 920. Detachment Officers. Each Department / Detachment shall:
 - a. Elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate each year; and
 - b. Elect or appoint an Adjutant, Paymaster (or Adjutant/Paymaster), Chaplain, Sergeant-at-Arms.

MCL NATIONAL PROCEDURES

3 Section 925 / Officer Changes

(7) **INSTALLATION AND REPORT OF INSTALLATION REPORT** Submission. Upon appointing a member to any new position on the Detachment staff, the Department Commandant, Detachment Commandant, or any Past Commandant, in the case of a newly appointed Commandant, will swear in the officer to the new position and submit the revised "Report of Installation" form as specified in the National Administrative Procedures.

THE "REPORT OF INSTALLATION" SHOULD BE SUBMITTED TO THE DEPARTMENT ADJUTANT/PAYMASTER WHO WILL RETAIN A COPY AND FORWARD A COPY TO DIVISION COMMANDANT AND HEADQUARTERS / JD FOSTER jfoster@mcleague.org

WHAT IS A PROFILE ID FOR A MEMBER?

NEW

A PROFILE ID IS A UNIQUE IDENTIFIER CODE FOR EACH MCL MEMBER IN THE MCL INFORMATION SYSTEM DATABASE.

THE **PROFILE ID** WILL NOW APPEAR ON ALL REPORTS GENERATED FROM THE MCL INFORMATION SYSTEM.

THE DETACHMENT ROSTER CAN NOW BE GENERATED & PRINTED FOR DETACHMENTS AT THE DEPARTMENT LEVEL.

WHAT IS A PROFILE ID FOR A DETACHMENT?



NEW

A PROFILE ID IS A UNIQUE IDENTIFIER CODE FOR EACH MCL DETACHMENT IN THE MCL INFORMATION SYSTEM DATABASE.

THE **PROFILE ID** WILL NOW APPEAR ON ALL REPORTS GENERATED FROM THE MCL INFORMATION SYSTEM. IT IS FOUND ON THE SUMMARY PAGE.

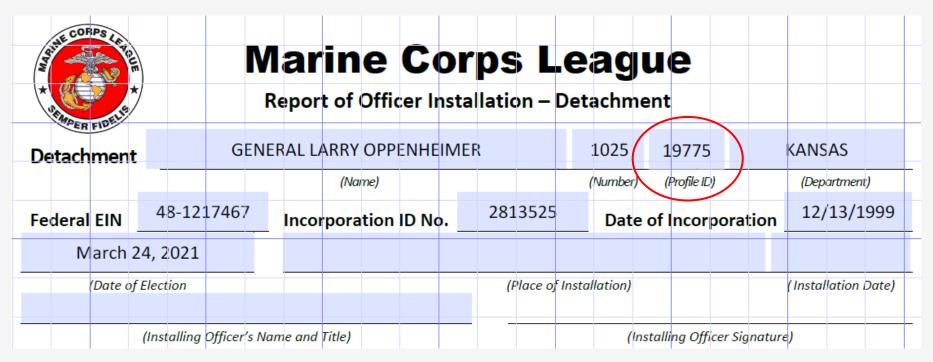
THE DETACHMENT ROSTER CAN NOW BE GENERATED & PRINTED FOR DETACHMENTS AT THE DEPARTMENT LEVEL.

Don't communicate to be understood. Communicate so you can not be misunderstood.

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Detachment	(Na	me)		(Number) (Profile ID)	(Department)
Federal EIN	Incorpora	tion ID No.		Date of	Incorporation	
(Date of Election			(Place o	f Installation)		(Installation Date)
(Installing Office	r's Name and Title)			(Install	ing Officer Signature)

NOTE; THERE IS A **DEPARTMENT FORM** AND A **DETACHMENT FORM** TO DOWNLOAD

DOWNLOAD FROM THE MCL LIBRARY EACH TIME TO MAKE SURE YOU ARE USING THE CURRENT VERSION OF THE FORM



EIN / FEDERAL EMPLOYEE IDENTIFICATION NUMBER – USED TO FILE YOUR YEARLY 990 FEDERAL PAPERWORK

INCORPORATION ID NUMBER / THIS IS YOUR STATE IDENTIFICATION NUMBER ASSIGNED WHEN INCORPORATED

DATE OF INCORPORATION / THE DATE YOUR STATE ASSIGNED YOU THE INCORPORATION ID NUMBER

PROFILE ID / UNIQUE IDENTIFIER IN THE MCL DATABASE FOR EACH DETACHMENT

THESE NUMBERS NEVER CHANGE UNLESS YOU HAD A PROBLEM IN THE PAST / UNIQUE TO YOUR CORPORATION

SECRETARY OF STATE RECORDS – THESE ARE LEGAL DOCUMENTS OF THE DETACHMENT CORPORATION

IF OFFICERS HAVE CHANGED FROM CURRENT OFFICERS ON FILE WITH YOUR SECRETARY OF STATE SEND IN A CORRECTED DOCUMENT FOR TAX RECORD ON FILE.

SECRETARY OF STATE WEB ADDRESSES

LOOK UP PER STATE TO CHECK STATUS

FEDERAL EIN NON-FOR-PROFIT ORGANIZATION WEB ADDRESS

Federal EIN Organization Search: https://apps.irs.gov/app/eos/

Don't communicate to be understood. Communicate so you can not be misunderstood.

			Note	:: Th	₽ Off	icer n	ıust be	: insta	lled t	o be l	isted	on this	form.			
OFFICE Elected / Appointe	d	MBR#	PRO	FILE ID		INCUMB	ENT (Inclu	de NAME	& ADDR	ESS		EM/	IIL		PHONE	
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Senior Vice Commandant	E.													H C		
Junior Vice Commandant	E													H		
ludge Advocate	E.													H C		
Junior Past Commandant														H C		
Adjutant														Н		

FILL FORM OUT COMPLETELY / ALL BOXES

ELECTED OFFICERS SHALL INCLUDE; Commandant, Sr. Vice Commandant, Jr. Vice Commandant, Judge Advocate

All other officers can be $\underline{\mathbf{E}}$ lected or $\underline{\mathbf{A}}$ ppointed depending on your By-laws / Procedures

NOTE: EACH MCL MEMBER HAS THEIR OWN UNIQUE PROFILE ID IDENTIFER NUMBER IN THE DATABASE

MEMBER MUST BE PRESENT TO BE INSTALLED

NOTE: THIS DATA WILL BE ENTERED INTO THE MCL INFORMATION SYSTEM

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(Do	ate of E	Election	-						(F	lace o	f Instal	lation)				-	(Instal	ation	Date)
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