

## Marine Corps League Auxiliary List of Important Forms and Information

The listed documents have been carefully created to help you, your unit, and department conduct business and fulfill the mission of the Marine Corp League Auxiliary. This list contains only the most important forms and information. All other forms needed as well as those listed below are posted on the MCLA Web site on the Forms page at this address: <http://www.nationalmcla.org/forms.htm> If you have these forms and instructions in packets distributed in the past, check the revision date on the bottom left. If the date matches the one posted on the Web site it is current. To view or print any information listed below, click on the Web site address or copy the address and paste it into your Internet address window. Where “interactive” is noted the form will be in the “Interactive Forms” section.

### Membership and officers related forms:

1. Application for Membership (Regular & Associate) – blank or interactive
2. Transmittals Instructions
3. Transmittal Form Example
4. Transmittal – blank or interactive in “Interactive Forms” below listed as “Dues Transmittal”
5. Bond Form – blank or interactive
6. Installation of Officers & Election Report – blank or interactive
7. Transfer Form – blank or interactive
8. Oath of Obligation – for members unable to attend
9. Delegate Form
10. Death notice

### Volunteer Activities related forms:

11. Reports/General Guidelines for All
12. Unit Report Form – Americanism, Child Welfare, Rehab, Girl Scouts, Civics, & VAVS – blank or interactive
13. Cover Sheet for Americanism, Child Welfare, Rehab, Girl Scouts, Civics, & VAVS – Department Level – blank and Interactive
14. Valuation of Donated Items
15. VAVS Certification and/or re-certification of VAVS Rep. and Deputies - blank or interactive
16. Chapel of Four Chaplains Nomination Form – blank or interactive – and guidelines

### Information:

17. Brochure - What is the Marine Corps League Auxiliary
18. Bylaws & Administrative Procedures - National Level - see list on the left side of forms page
19. Ship’s Store Merchandise Order Form
20. Semper Fi Magazine Order Form - – blank or interactive
21. Initiation Kit
22. Treasurer’s Tips for Success packet
23. 990 Tax filing information
24. Starting an Auxiliary Unit
25. EIN Application Information
26. Memory Book/Guidelines for Compiling
27. Operation Little Angel brochure see list on the left side of forms page
28. Legislative Support packet
29. Initiation Kit
30. Memorial Fund Guidelines
31. Uniform information
32. VAVS Pin Purchase Order Form
33. Important Information (this list) (*updated*)
34. Glossary of MCLA Abbreviations, Acronyms, and Terms
35. Programs of Pride Template