



# MARINE CORPS LEAGUE AUXILIARY GLOSSARY OF ABBREVIATIONS, ACRONYMS AND TERMS

## ABBREVIATIONS AND ACRONYMS

<b>AM</b>	Associate Member
<b>ADVP</b>	Assistant Division Vice President
<b>DVP</b>	Division Vice President
<b>EIN</b>	Employer Identification Number
<b>HQ</b>	Headquarters
<b>JA</b>	Judge Advocate
<b>JVP</b>	Junior Vice President
<b>LM</b>	Life Member
<b>MAL</b>	Member-at-Large
<b>MCL</b>	Marine Corps League
<b>MCLA</b>	Marine Corps League Auxiliary
<b>MODDF</b>	Military Order of the Devil Dog Fleas
<b>OLA</b>	Operation Little Angel
<b>PDP</b>	Past Department President
<b>PNP</b>	Past National President
<b>PPC</b>	Past Presidents' Club
<b>PUP</b>	Past Unit President
<b>SVP</b>	Senior Vice President
<b>T4T</b>	Toys for Tots
<b>USMC</b>	United States Marine Corps
<b>VAVS</b>	Veterans Administration Volunteer Service
<b>YM</b>	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: <http://epostcard.form990.org/>.

## **Banner**

Each department and unit is entitled to purchase its own banner (flag). For specifications, visit the National website: [www.nationalmcla.org](http://www.nationalmcla.org). Click on “Forms”, then on “Banner and Standard.”

## **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](http://www.nationamcla.org). Click on “Forms”, then on “Bond Form”.

## **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)
Mideast 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.

## **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](http://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” (Fairfax, 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) fundraising raffle. Tickets are mailed to each member twice a year with drawings held at the annual Mid-Winter Conference and National Convention.

## **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](http://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](http://www.nationalmcla.org).

### ***Robert's Rules of Order (Revised)***

This is the parliamentary reference for all meetings including Conventions of the Marine Corps League Auxiliary.

### **Ship's Store**

The Marine Corps League and Marine Corps League Auxiliary both operate Ship's Stores that offer merchandise specific to the needs of members. Visit the MCLA Ship's Store online at [www.nationalmcla.org](http://www.nationalmcla.org). There are three ways to order: fill out the Merchandise Order Form from the National website and fax it to 1-703-207-0264, scan and email it to [mclahq@aol.com](mailto:mclahq@aol.com), or mail it to National MCLA Headquarters, 8626 Lee Highway, Suite 207, Fairfax, VA 22031-2135.