

AMERICANISM AWARD PROGRAM



DETACHMENT SENIOR VICE ROLES AND RESPONSIBILITIES SERIES PROCEDURES FOR THE DEPARTMENT

Indiana

July 8, 2025

From: SENIOR VICE COMMANDANT

To: DETACHMENT SENIOR VICE COMMANDANTS

DETACHMENT AMERICANISM COORDINATORS

Subj: PROCEDURES FOR THE AMERICANISM AWARD PROGRAM CH 1 Ref: 1. National Administrative Procedures

2. National Americanism Rules 2021 Publications

3. Department of Indiana Administrative Procedures

4. Department of Indiana Americanism Publications

1. Purpose. These procedures guide to standardization of the policies, procedures, and techniques in the administration of the detachment Americanism Award Program throughout the Department of Indiana. This document is not meant to be a definitive one-stop shop guide but rather a resource to provide the fundamentals to meet the requirements of the Americanism Award Program. What is not provided is the imagination and creativity that each detachment can provide. It draws information from the national and department administrative procedures and Americanism publications that will be cited in Section 3 of this publication.

2. Background. Each month, detachments participate in community events and activities that are reflective of the core values of the Marine Corps League (MCL). The MCL has developed and implemented a program to showcase the detachment's community events and activities through the Americanism binder. The source reference for the department's Americanism program is the national and department administrative procedures, Americanism publications, the Department of Indiana Activity Report, and interviewing detachment members who participated in the various events and activities.

3. Goal. The goal of this document is to recognize the individual detachment in the performance of their duties. This includes participation in community events and activities, participation in local government and nonprofit organizations, volunteerism, patriotism, community service, and "Good for the League" actions that reflect the core values of the MCL.

4. Questions. Direct questions, additions, and/or corrections to the department senior vice commandant, Chris Taylor, at taylor.christopher09@gmail.com, or Americanism coordinator, Dr. Jen Spencer, at perkij999@gmail.com

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SECTION 1 Purpose

This document is not meant to be a definitive one-stop shop guide but rather a resource to provide the fundamentals in the administration of the Americanism Award Program. The purpose is to standardize the policies, procedures, and guidance in the administration of the detachment Americanism award program throughout the Department of Indiana.

These procedures will assist the detachment senior vice, the detachment Americanism coordinator, and the staff with the understanding of:

1. The administration and execution of the program.
2. Source documentation to find the examples of information to include dates, names of individuals, pictures, and the narrative of the event.
3. How the Americanism bound book, scrapbook, album, or binder (henceforth will be referred to as the “Binder”) is to be organized, assembled, and the timeline and submission procedures.

Education and Training are the keys to success. Training is continual and is required to take place at the detachment, district, and department levels. The district vice commandants and department staff are available to provide training either in person or through a Zoom Conference. Regardless of your position and role on the leadership team. It takes time to learn the “Roles and Responsibilities” and network with other detachment counterparts to fully understand the process. The detachment senior vice commandant should not work in a vacuum. There is a wealth of knowledge within the district, the district vice commandant, and the department staff.

The Americanism Award Program is an important component in the recognition of the detachment and, more importantly, the members of the detachment in the performance of their duties to include, including contributions, participations in local organizations, volunteerism, patriotism, community service, and “Good for the League” actions that reflect the core values of the MCL.

SECTION 2 Action Officers

Department Senior Vice Commandant.

1. The department senior vice commandant reports to the department commandant.
2. Responsible for the oversight of the department's Americanism Award Program.

Department Americanism Committee Chair.

1. Due to the complexity of the Americanism Award Program, the department's senior vice must rely upon the Americanism Committee Chairs for the administration and management of the program.
2. During the department's annual convention, the Americanism Committee Chair will award nine plaques to the top three winners of each of the three categories.
3. The March 31st detachment membership numbers of regular and associate members will determine the Detachment Category assignment.
4. Each Americanism binder submitted that did not receive a category award will receive an Americanism Certificate for their participation.

Detachment Senior Vice Commandant (Det Sr Vice Cmdt).

1. Reports to the Det Cmdt.
2. Must be familiar with.
 - a) Roles and Responsibilities of the Det Americanism Award Program.
 - b) Be familiar with Encl 2 of the National Administration Procedures about the administration and execution of the Americanism Award Program.
 - c) Establish an Americanism coordinator to administer and execute the program at the detachment level.
 - d) Identify source documentation to find examples of information to include dates, names of individuals, pictures, and the narrative for each event.
 - e) Understand the organization and assembly of the binder.
 - f) Follow the timeline and submission procedures.

SECTION 3 Source References

1. If you have not established an account with the national and/or department websites, you may not be able to access all available resources. Talk with your Det Cmdt and or paymaster for details.
2. Two source references are located on the Department of Indiana webpage.
3. The National Administrative (Admin) Procedures are the primary source and the default document. The Department of Indiana adheres to the National Admin Procedures for this program.
4. The Det Sr Vice and staff should use this document for the Americanism program.
5. The National Admin Procedures
 - a) National website: Library >Program Documents
6. The Dept of Indiana Admin Procedures are outlined in this document.

SECTION 4 Americanism Award Procedures

Each Marine Corps League Detachment may design and build a single Americanism binder that fulfills the requirements for both the national and department programs. The binder should reflect the detachment's activities from June 1 to May 31 of the year preceding the Department and National Conventions. Materials included can be drawn from a wide range of sources, including official activity reports, photographs, social media posts, membership information, individual member photos, flyers, and other forms of media. These sources help document the Detachment's contributions to patriotic and community-focused efforts.

The collection period for both the Department of Indiana and National programs spans from June 1 to May 31.

Entries must be hand-delivered to the Department Convention registration desk or submitted to the Americanism Committee by **12:00 PM on the Friday** before judging. For the National Convention, submissions must be hand-delivered to the National Americanism Committee by **3:00 PM on Tuesday**, with early submission permitted.

The primary points of contact for questions or clarifications are the Department Americanism Coordinator and the Department Senior Vice Commandant. Only if both are unavailable should the National Chairman be contacted for assistance. Submissions must be in the form of a bound book, scrapbook, album, or three-ring binder. Suggested titles for the binder include the name of the detachment or the department, such as "Anderson Detachment Diary" or "Department of Indiana Diary."

The cover page of the binder must be the official Americanism Cover Page for both the Department and National programs. For the Department of Indiana, this form can be accessed on the department website under <https://mcldeptofindiana.org/committees>. Both the Detachment Commandant and the Americanism Coordinator must complete and sign each cover page.

Although a table of contents is no longer required per the 2021 National Administrative Procedures update, the binder must be organized into six sections, each beginning with a divider or cover sheet that outlines the contents of that section. Captions should be included with each piece of documentation, especially photos, to clarify names, events, dates, and relevance. While the aim is to include all six sections, detachments are still eligible for consideration even if some sections are incomplete due to a lack of qualifying materials.

To be eligible for submission, the detachment must be in good standing, with at least 15 paid members as of March 31 prior to the conventions. Both the detachment and the Department of Indiana are encouraged to submit entries. If a representative from the submitting detachment is unable to attend the convention, arrangements should be made with another Marine Corps League member to deliver the binder. District Vice Commandants should help coordinate with the department staff to ensure all entries are submitted on time and in the proper manner. Following judging, all entries will be returned with a receipt to the designated representative.

Documentation and updated submission instructions will be posted annually on both the National and Department websites and/or emailed to all Detachment and Department Commandants.

The competition is divided into three categories based on membership size as of March 31:

Category	Membership Size
I	15 to 49 members
II	50 to 79 members
III	80 or more members

Awards are presented as plaques for 1st, 2nd, and 3rd place in each category, for a total of nine plaques awarded annually.

SECTION 5 Section Criteria

Each of the six binder sections serves to document different aspects of the detachment's engagement with the Marine Corps League mission and the community. While examples are provided below, these are not exhaustive; any relevant content that aligns with the spirit of each section may be submitted and will be considered by the judging panel.

General Guidelines:

- Avoid excessive wording about a single event.
- Include clear, focused photos with identified subjects.
- Limit to 1–2 photos per event—quality is more valuable than quantity.
- Each entry should be dated and labeled with location, people involved, a description of the event, and supporting documentation when available.

To qualify for submission, your binder must include **at least one and no more than six** of the following numbered sections:

1. **Your Detachment:** This section highlights ceremonies and events organized by the detachment, including installations, Veterans Affairs Voluntary Service (VAVS) activities, the Marine Corps Ball,

Memorial Day events, holiday parties, visits to veterans in care facilities, Marine of the Year recognition, and support for an Auxiliary Unit.

2. **Promotions:** This section may showcase participation in the Marine for Life program, Marine Helping Marines, detachment foundation activities, Honor Guard, Firing Squad, Bugler services, Color Guard appearances, support of fallen Marines, and Americanism efforts.
3. **Attendance:** Document attendance at Marine Corps League functions such as Department or National Conventions, Mid-Winter or Division Conferences, and staff involvement in these events.
4. **Programs:** Include recruiting efforts, membership drives, detachment picnics, Rose Program participation, assistance with military change of command ceremonies, support of welcome-home events, collaborative activities with other veterans' organizations, Devil Dog Pound support, participation in military expos or state fairs, support for veterans' children, or sponsorship of candidates for the Chapel of Four Chaplains.
5. **Community Events or Support:** Show involvement in civic events such as Toys for Tots, town barbecues, parades, and ceremonial events.
6. **Youth Engagement:** Present programs and initiatives aimed at youth such as Eagle Scout honors, scholarships, student awards, Young Marines involvement, JROTC support, flag education classes, and school visits to discuss military services.

SECTION 6 Recommended Changes to This Publication

This manual is based on research, interviews with detachment and department officers, and lessons learned during program execution. If you identify a need for revision, follow the process outlined below:

1. Identify the section, page, paragraph, and subparagraph that the proposed change affects.
2. Copy the relevant section into a Word document.
3. Provide a detailed explanation including:
 - o The background and reason for the change,
 - o Justification and references (if any), and
 - o Exact proposed wording to replace the original content.

The Department Senior Vice Commandant will follow up with you to discuss your recommendation.

Contact:

Chris Taylor
 Senior Vice Commandant
 Department of Indiana
 taylor.christopher09@gmail.com

SECTION 7 Acronyms

Acronyms are used throughout Marine Corps League documentation for brevity and clarity. Here is a list of those used in this manual:

Acronym	Full Term
Admin	Administrative
Cmdt	Commandant
Dept	Department
Det	Detachment
Dist	District
Jr Vice	Junior Vice

Acronym	Full Term
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MCL	Marine Corps League
Nat	National
NLT	Not Later Than
Sr Vice	Senior Vice
VAVS	Veteran Affairs Voluntary Service

SECTION 8 Summary

As Department Commandant, I want to thank you for taking the time and care to create this Americanism Binder. The purpose of this handbook is to guide in documenting the meaningful work your detachment does throughout the year in service to veterans, youth, and your local community. This binder serves as a living record of your commitment to the core values of the Marine Corps League: honor, courage, and commitment. Your efforts reflect not only pride in our organization but also a deep and personal dedication to preserving patriotism and fostering citizenship. Thank you for your attention to detail, your spirit of service, and your unwavering support of our mission.

Semper Fidelis,
Kay Ross
Department Commandant

July 9, 2025