

DEPARTMENT OF ILLINOIS – MARINE CORPS LEAGUE  
OFFICERS REPORT



NAME OF OFFICE \_\_\_\_\_

OFFICER'S NAME \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

SIGNATURE \_\_\_\_\_

1. DETACHMENTS VISITED DURING THIS PERIOD:

\_\_\_\_\_ VISITS, \_\_\_\_\_ TOTAL MILES.  
(List dates & places on reverse)

2. VISITS TO ALLIED ORGANIZATIONS AND SOCIAL EVENTS ATTENDED IN AN OFFICIAL CAPACITY:

\_\_\_\_\_ VISITS, \_\_\_\_\_ TOTAL MILES  
(List dates & places on reverse)

3. OFFICIAL TELEPHONE CALLS MADE FOR DEPARTMENT OR DISTRICT BUSINESS DURING THIS PERIOD:

\_\_\_\_\_ CALLS, AT \$ \_\_\_\_\_ IN COSTS.  
(List dates & persons on reverse)

4. OFFICIAL CORRESPONDENCE INITIATED OR ANSWERED DURING THIS PERIOD :

\_\_\_\_\_ PIECES. COPIES FILED WITH DEPT. ADJUTANT?  
\_\_\_\_\_ YES, or \_\_\_\_\_ NO.

5. I DID \_\_\_\_\_, DID NOT \_\_\_\_\_ ATTEND LAST DEPARTMENT STAFF CONFERENCE, HELD AT:

\_\_\_\_\_ (Place) \_\_\_\_\_ (Date)

6. I ESTIMATE I HAVE DEVOTED \_\_\_\_\_ HOURS OF WORK TO DEPARTMENT BUSINESS OR TO MARINE CORPS LEAGUE IMPROVEMENT DURING THIS PERIOD

7. TOTAL OFFICIAL TRAVEL PERFORMED FOR THE DEPARTMENT DURING THIS PERIOD:

(List dates and places on reverse) \_\_\_\_\_ TRIPS, TOTALING \_\_\_\_\_ MILES.

8. SIGNIFICANT PROBLEMS ENCOUNTERED:

MY RECOMMENDATIONS FOR SOLUTION ARE:

9. DURING THIS PERIOD, I HAVE RESOLVED THE FOLLOWING PROBLEMS:

10. POINTS OF PARTICULAR INTEREST TO BE RELATED TO THE ASSEMBLY: (BRIEF)

11. SUGGESTIONS AND/OR MY PLANS FOR ACTIVITIES DURING THE NEXT PERIOD:

12. DURING THIS PERIOD, I SUBMITTED \_\_\_\_\_ ARTICLES TO THE ILLINOIS MARINE EDITOR

13. DURING THIS PERIOD, I ATTENDED \_\_\_\_\_ MEETINGS AND \_\_\_\_\_ FUNCTIONS OF MY DETACHMENT

14. DURING THIS PERIOD, I VISITED \_\_\_\_\_ SICK MEMBERS AND ATTENDED \_\_\_\_\_ WAKES OF MEMBERS, OR MEMBERS' FAMILIES

15. DURING THIS PERIOD, I RECRUITED AND "SIGNED UP" \_\_\_\_\_ MEMBERS.