



Greater Cleveland Young Marines

5572 Smith Road
Brookpark, OH 44142
216.373.1410

TO: Young Marines, Unit Staff and Support Staff

DATE: May 10, 2008

Procedure: Event Planning & After-Action Report Submission Policy

Changes:

This policy is in effect as of May 10, 2008 and will remain in effect until further notice is provided in writing by the Commanding Officer.

Objective

To provide a written course of action for cataloguing event/community service, camp or any outing with Young Marines so that proper paperwork is filed with National HQ for insurance if necessary and to ensure that information is updated on the website event calendar in advance of the event. Also to ensure incoming after-action reports are routed to correct staff, community service hours are logged and award and promotion recommendations are submitted if applicable for the event.

1. Provide event Date, Time, Name, Location and Description to admin office to obtain an event number.
2. E-Mail Webmaster@GreaterClevelandYoungMarines.com with same detail given to admin for updates to the website calendar.
3. Determine if supplemental insurance form is required to be submitted to National HQ and submit if required.
4. Download [Event Sign In-Out](#) from Download Unit Reports found under the Adult Leaders Tab on website. This report contains all Young Marines and phone numbers. This can be used to highlight names of Young Marines that have volunteered or you can download the blank Event Sign-up form from the same location.
5. Have Young Marines parent/guardian sign them in and out at the event prior to them dropping off or picking up.
6. Submit the completed event sign-in form and a typed after action report no later than 30 days after the event. It will then be checked in by the admin office and a copy given to the CO. *For your convenience there is a Microsoft Word template on the website under the adult leaders tab.*

Alan E. Herrington (Col ret)
Commanding Officer
Greater Cleveland Young Marines