

Request to Start a Young Marines Battalion

A Young Marine Battalion is a higher headquarters organization formed by combining three or more units under one headquarters. Typically battalions are formed with units located in the same state. In some instances a state may not have a sufficient number of Young Marine units or the units may be too geographically distant from each other to economically form a battalion. In these cases, units in close proximity within the same division but in adjacent states may be organized and joined so as to form battalions.

Our Young Marines units have become so engaged in activities of their communities that the communities have come to expect that they can count on their Young Marines units wherever and whenever they need help. Similarly, Young Marines are there to lend encouragement and support to that element of our society that is most vulnerable, our youth.

You will likely make a lasting impact on the lives of those Young Marines that you have the chance to lead and mentor.

The National Headquarters staff is at your disposal to lend any and all assistance possible. We will offer periodic training opportunities in your area and, once a year host the Adult Leaders Conference. In addition, we have available to you, on our web site at www.youngmarines.com/members, our Registered Adult Manuals.

The rewards will be numerous and will likely be reflected in the eyes of those with whom you have had a positive impact.

Things to consider

The Battalion Commander must be a Marine in good standing – Former, retired, reserve or active duty who is willing to serve as the Battalion Commander. If you are not a Marine and was granted a waiver to be a unit commander by the National Executive Director, the waive needs to be include with the battalion package. If you were not granted a waiver you need to write a letter requested to become the battalion commander.

Battalion Commanders are responsible to their Regimental Commander, if applicable and their Division Commander for all matters pertaining to the mission, purpose, and objectives of the Young Marines Program for their respective battalion. Also the battalion commander must make sure all of the units in their battalion are compliant with National Headquarters. All adult volunteers and Young Marines must be registered with the Young Marines National Headquarters. This registration process ensures that all units are insured and administered in accordance with National Young Marines rules and regulations.

Battalion Monthly Financial reports are required to be filed monthly; even if the battalion does not have a bank account. The Battalion Commander must review the battalions Financial Statement each month prior to submitting the statement to Ambassador Accounting. If the battalion is not in compliance for over 30 days, the organizations charter is **automatically suspended with notice.**

Battalions most be comprised of 3-5 active Young Marine units. This application must be mailed to National Headquarters

Procedure

- An election process involving all prospective Unit Commanders under the supervision of the Regimental Commander, where appropriate, and the Division Commander.
- By the election's outcome, all subordinate commanders approve and agree to abide by the Battalion By-Laws and elect the Battalion Commander and Battalion Executive Officer. The Battalion Commander appoints the staff and establishes the headquarters.
- Complete the attached Battalion application.
- Completed election minutes of the meeting in which the election was held. To include:
 - Who was present and which unit they represented.
 - Results of the election
- Make copies of your battalion application and the election minutes for your records.
- Send to National Headquarters office:
 - Young Marines Battalion Application
 - Election minutes

After receiving Battalion Charter

You will receive your battalion charter. You will have battalion access to the Young Marines Database system (ymdbs.org). Familiarize yourself with the battalion management.

Once you have received your battalion's charter you have the option to set up a battalion checking account. Deciding who will be authorized signers on the account is an important decision. You should select battalion staff that can be available to verify disbursements and sign checks for the timely processing of payments. You need two people from your battalion as signers and one from National Headquarters. The two people you select from your battalion cannot be related nor can they be in a relationship with the same address. A checking account is not required; however I understand that a Young Marines Monthly Financial Report must be submitted monthly to Ambassador Accounting. Send the signature card to National Headquarters to obtain a national staff signature. For more information see Paymaster Manual.

Young Marines Battalion Application

Date: _____

To: National Executive Director, Young Marines National Headquarters

Subject: REQUEST TO FORM A YOUNG MARINE BATTALION

Dear Sir:

I request authorization to form a Young Marines Battalion. I agree to abide with the By-laws, Rules and Regulations of the Young Marines and such other lawful instructions or directives as are declared and issued by higher headquarters.

Proposed Battalion Name

Battalion Headquarters will be located in

State

Division

Regiment

I understand that as the Battalion Commander, my successors and I are responsible for ensuring that all adult and youth members of this headquarters:

- Are officially registered in the Young Marines Database System
- Abide with the By-laws, Rules and Regulations of the Young Marines Program, and other lawful Instructions or directives declared and issued by higher headquarters.
- Adhere to the Adult and Young Marines Code of Conduct and Obligation.
- I further understand that monthly financial statements must be submitted whether or not there is a battalion account; I am responsible for conducting elections for Battalion Commander at times specified in the RAM and for submitting results of same to Young Marines National Headquarters and notify regimental and division commanders.

I certify that I am a Marine in one of the following categories (circle one):

Active Duty Reserve Retired Former

*If not a Marine in one of the above categories, were you granted a waiver to be a unit commander by the National Executive Director? Yes/No

If yes, attach a copy of your waiver with your package

Printed Name

Signature

Date

Battalion Commander Information

Name: _____

Young Marines Unit you are registered with: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Battalion XO Commander Information

Name: _____

Young Marines Unit you are registered with: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

List All Units Within This Proposed Battalion

Unit Name	Unit Commander Name	State Unit Meets In

Battalion Meeting Information (if applicable)

Will the proposed Battalion have regular meetings? Yes / No

If yes, how often/general time of week/time? _____

