

Request to Start a Young Marines Regiment

A Young Marine Regiment is a higher headquarters organization formed by combining two or more battalions under one headquarters. Typically a regiment is composed of all units within a state; however, should a state contain a sufficient number of units and battalions to support multiple regiments, Unit and Battalion Commanders may petition National Headquarters via their Division Commander for the formation of additional regiments. In some instances a state may not have a sufficient number of Young Marine units/battalions or the unit/battalions may be too geographically distant from each other to economically form a regiment. In these cases, battalions in close proximity within the same division but in adjacent states may be organized and joined so as to form regiments. This is done through an election process involving all Unit Commanders in the prospective subordinate battalions under the supervision of the Division Commander and with the approval of the National Executive Director.

The National Headquarters staff is at your disposal to lend any and all assistance hoping that we can to make your jobs just a little bit easier. 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.

Things to consider

Regiment must be comprised of 2-5 active battalions. The Regiment Commander must be a Marine in good standing – Former, retired, reserve or active duty who is willing to serve as the Regiment 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 regimental package. If you were not granted a waiver you need to write a letter requested to become the regimental commander.

Regimental Commanders are responsible to their Division Commander, and all matters pertaining to the mission, purpose, and objectives of the Young Marines Program for their respective regiment. Also the Regimental Commander, they must make sure all of the battalions and units under their regiment are compliant with National Headquarters. All adult volunteers and Young Marines must be registered with the Young Marines National Headquarters.

The regiment is required for sending in Monthly Financial reports to Ambassador Accounting. The Regimental Commander must review the regiment Financial Statement each month prior to submitting the statement to Ambassador Accounting. If the regiment is not in compliance for over 30 days, the organizations charter is **automatically suspended with notice.**

If the Regiment is not in compliance for 90 day consecutively the Regiment will be closed and the bank account will be closed. I funds will be sent up to National Headquarters,

Procedure

- An election process involving all prospective Unit Commanders within the regiment.

- By the election's outcome, all subordinate commanders approve and agree to abide by the Regiment By-Laws and elect the Regimental Commander and Regimental Executive Officer. The Battalion Commander appoints the staff and establishes the headquarters.
- Complete the attached Regiment 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 Regiment application and the election minutes for your records.
- Send to National Headquarters office:
 - Young Marines Regiment Application
 - Election minutes

After receiving Regiment Charter

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

Once you have received your regiment's charter you have the option now to set up your battalion's checking account. Deciding who will be authorized signatures on the account is an important decision. You should select regiment staff that can be available to verify disbursements and sign checks for the timely processing of payments. You need two people from your regiment as signatures and one from National Headquarters. The two people you select from your battalion cannot be related. Send the signature card to National Headquarters to obtain a national staff signature. For more information see Paymaster Manual.

Young Marines Regiment Application

Date: _____

To: National Executive Director, Young Marines National Headquarters

Subject: REQUEST TO FORM A YOUNG MARINE REGIMENT

Dear Sir:

I request authorized to form a Young Marines Regiment. I agree to abide by 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.

Regiment Name

Regiment Headquarters will be located in

State

Division

I understand that as the Regimental 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 Regiment account; I am responsible for conducting elections for Regimental Commander at times specified in the RAM and for submitting to the Division Commander and Young Marines National Headquarters.

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

Regiment Commander Information

Name: _____

Young Marines Unit you are registered with: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Regiment XO Information

Name: _____

Young Marines Unit you are registered with: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

List All Battalion Within This Regiment

Battalion Name	State

Meeting Information

Will the proposed Regiment have regular meetings? Yes / No

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

The person applying to be the Regiment Commander must initial each item

- I will make sure all the Battalions in my Regiment stays compliant with HQ. _____
- I will make sure closed units are closed properly and the information is forwarded to the Division. _____
- When I receive an unit grievance form, if I cannot solve the matter, I will forward the grievance to the Division Commander within 10 days of my signature. _____
- Every year I will select an unit and Young Marine of the Year and forward them to the Division Commander. _____
- I will run at least one Regiment fusion once a year. _____
- If my Regiment does/does not set up a bank account I will send monthly financial reports to Ambassador Accounting. _____

The person elected to be the Regiment Commander must complete the statements below

I _____ accept the position of Regiment Commander for the _____ Regiment. I understand that it is my responsibility to follow all policies and regulations of the Young Marines National Headquarters. I have read the Registered Adult manual and I am familiar with all policies.

I understand it is my responsibility to ensure: all adults and children working within my battalion are registered with National Headquarters in the Young Marines Database System, turn in monthly financial reports to Ambassador Accounting on time every month, re-register every year by the deadline established by National Headquarters, Young Marine Record Books of all Young Marines remain updated, well organized staff and most important...ensure the safety of the children.

_____	_____	_____
Printed Name	Signature	Date
Should my Regiment application get approved please send my charter and Regiment package to:		
Name	_____	
Address	_____	
Address Cont.	_____	
City, State, Zip Code	_____	

Thank you for completing the application. Please send to:

Email to: patricia.borka@youngmarines.com
 Fax to: 202-315-3594
 Mail to:
 Young Marines National Headquarters
 17739 Main Street, Suite 250
 Dumfries, VA 22026

For Office use only:

Approved Denied

National Executive Director/ Date