



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS PACIFIC
UNIT 35001
FPO AP 96373-5001

MCIPACO 5760.1
MCCS

14 MAR 2014

MARINE CORPS INSTALLATIONS PACIFIC ORDER 5760.1

From: Commanding General, Marine Corps Installations Pacific
To: Distribution List

Subj: SUPPORT FOR NON-FEDERAL ENTITIES AND FUNDRAISING

Ref: (a) DoDI 1000.15
(b) MCO 5760.4C
(c) DODI 1330.17
(d) DoD 5500.7-R
(e) USFJ Instruction 31-101
(f) MCO P5800.16A, LEGADMINMAN
(g) MCO 7040.11A
(h) USNAVHOSP OKINAWA INSTRUCTION 5760.2
(i) MCO 1754.9A

Encl: (1) Non-Federal Entity Support and Fundraising Procedures
(2) Fundraiser Request Form

1. Situation. Logistical support to Non-Federal Entities (NFEs) can be important to the welfare of military members and their families. Therefore, Marine Corps Installations Pacific (MCIPAC) requires procedures for proper support of NFEs and fundraising activities on MCIPAC facilities and areas.

2. Cancellation. MCBJO 5760.1B and MCBJO 5340.1C

3. Mission. To establish procedures for fundraising activities and NFE operations on MCIPAC facilities and areas.

4. Summary of Revisions. This Order contains significant revisions and should be read in its entirety.

5. Execution

a. Commander's Intent. The MCIPAC staff responsible for implementing this Order shall do so in accordance with the procedures contained in enclosure (2).

b. Responsibilities

(1) Camp/Station Commanders

(a) Review and approve/disapprove requests for fundraising activities.

(b) Maintain cognizance over fundraising activities on MCIPAC facilities and areas and ensure compliance with this Order and its enclosure and other applicable laws, regulations, and policies.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Marine Corps Base (MCB), Camp Smedley D. Butler, Marine Corps Community Services (MCCS), and Marine Corps Air Station (MCAS), Iwakuni MCCS Directors

(a) Process and approve all Private Organization (PO) requests to operate on MCIPAC facilities and areas.

(b) Maintain cognizance over all POs operating on MCIPAC to ensure they comply with this Order and its enclosure and other applicable laws, regulations, and policies.

(c) Review (i.e., audit) individual PO operations whenever necessary to ensure each PO complies with this Order and its enclosure and other applicable laws, regulations, and policies.

(3) Regional Civil Law Officer, Legal Services Support Section, Okinawa and MCAS Iwakuni Station Office of the Staff Judge Advocate

(a) Review and endorse fundraiser requests.

(b) See enclosure (2) for sample fundraiser request form.

(4) MCB Camp Smedley D. Butler Facilities Engineer (FE) Division and MCAS Iwakuni Facilities Department

(a) Review and process each PO request for ongoing facilities use to assist the Naval Facilities Engineering Command in determining whether issuing a license agreement is appropriate.

(b) Maintain a complete and accurate list of POs using any MCIPAC property under Naval Facilities Engineering Command license agreements.

(c) Identify the amounts each PO licensee will be required to make advance payments for the reimbursable cost of utilities and services furnished.

(d) Ensure each PO licensee complies with all license agreement conditions, including the requirement to protect, maintain, and keep the licensed property in good order and repair.

(5) MCB Camp Smedley D. Butler Bank Liaison Officer and MCAS Iwakuni Bank Liaison Officer

(a) Review and endorse, as appropriate, requests for the establishment or maintenance of Military Banking Facility accounts.

(6) MCB Camp Smedley D. Butler Comptroller and MCAS Iwakuni Comptroller

(a) Will establish a reimbursable account for each PO that will be provided materials and/or services on a reimbursable basis.

(b) Collect advance payments for the expected costs of materials and/or services provided to POs.

6. Administration and Logistics. N/A.

7. Command and Signal

a. Command. This Order is applicable to all MCIPAC facilities and areas in Japan and Korea. This order is not applicable to Marine Corps Base Hawaii.

b. Signal. This Order is effective the date signed.

A handwritten signature in dark ink, consisting of a large, stylized 'J' followed by 'C' and 'W', all enclosed within a large, loopy oval shape.

J. C. WRIGHT
Chief of Staff

DISTRIBUTION: MCIPAC LIST A

CHAPTER 1

Non-Federal Entity Support Procedures1. Background

a. Per Reference (a), Non-Federal Entities (NFEs) are self-sustaining organizations that are not agencies of the Federal government. They are established, operated, and controlled by individuals acting outside the scope of any official capacity as officers, employees, or agents of the Federal government. NFEs include local governments and private organizations.

b. A private organization (PO) is a NFE that requires and receives a written authorization to operate on MCIPAC facilities and areas in a manner that can create the appearance of an official relationship with MCIPAC (e.g. conduct of fundraising events on installations). They include military spouses' organizations, youth organizations, community service organizations, and recreational organizations other than those operated by Marine Corps Base, Camp Smedley D. Butler's (MCB Butler), Marine Corps Community Services (MCCS) or Marine Corps Air Station (MCAS) Iwakuni MCCS. They are not non-appropriated fund instrumentalities (NAFIs), nor are they generally entitled to the sovereign immunity and privileges given to NAFIs or Federal agencies. They operate on MCIPAC facilities and areas with the written consent of the Commander, MCIPAC, or higher military authority.

2. Applicability. The support procedures generally apply to NFEs that are POs operating on MCIPAC facilities and areas with the exception of those POs considered NFEs having statutory authorization for particular support. While NFEs having statutory authorization for particular support are regulated by other requirements, these NFEs must still comply with logistical support request requirements described in this enclosure. A listing of these NFEs is found at reference (b).

3. Religious POs. A religiously-oriented PO, one in which the PO is organized and/or operated on a belief in and worship of a god or gods or a set of beliefs explaining the existence of and giving meaning to the universe, may be authorized to operate on MCIPAC facilities and areas if:

- a. Authorizations for similar POs have been or may be approved;
- b. The PO does not request exclusive use of government facilities except when the PO's activities are in progress;
- c. The PO's membership is not restricted to members of any one religious group;
- d. The PO agrees that no sign, insignia, or other organizational identification is placed on/or inside government facilities except when the PO's activities are in progress.

4. Informal Funds

a. Certain unofficial activities conducted on MCIPAC facilities and areas do not need formal authorization because of their limited scope. Examples of such activities include establishment of office coffee/soda funds

and plaque funds. These funds are not Government money and do not belong to the unit or the Marine Corps. The money in an informal fund belongs to the members of the fund in their personal capacity. No one may be required to donate to an informal fund.

b. Office coffee/soda messes are authorized to be established to generate money for an informal fund. Per reference (b), office coffee/soda messes may sell only soda, coffee, and other non-alcoholic beverages. Coffee/soda messes, or other similar activities in the workplace, no matter what they are called, shall not sell food or other items.

c. If an unofficial activity's monthly income exceeds \$350 or it has more than \$1,000 on hand, in the fund, or in an account at any one time, it must become an authorized PO, discontinue operations, or take immediate action to reduce its income or savings. Units are responsible for ensuring compliance with this limitation.

d. Unofficial activities are not required to operate under a constitution or file annual financial reports. They should, however, maintain financial records to account for their income and expenses.

5. Private Organization Authorization

a. A PO must receive written permission from the Commander, MCIPAC to operate on MCIPAC facilities and areas. Specifically, in MCAS Iwakuni, the PO's representative must receive written permission from the Commanding Officer, MCAS Iwakuni. In Okinawa, the PO's representatives must submit a Request for Approval, a copy of the PO's Constitution/Bylaws, and an Annual Budget Forecast to the MCB Camp Butler MCCS. Templates of these documents may be obtained from an MCCS PO representative.

b. The following information must be described within the Constitution and Bylaws:

(1) The PO's purpose, function, objectives, sources of income, and membership eligibility;

(2) The responsibilities of the PO's officers for asset accountability;

(3) Liability insurance coverage and limitations;

(4) Procedures for sound financial and operational management;

(5) Procedures for residual asset disposal remaining in the PO treasury or inventory after the satisfaction of outstanding debts;

(6) A certification that the PO members understand that they are personally liable, as provided by law, if the assets of the PO are insufficient to discharge all liabilities;

6. Private Organization Annual Budget Forecast. Each PO must develop an Annual Budget Forecast to plan and control organization income and expenses and submit it to the MCB Butler MCCS or MCAS Iwakuni MCCS, as applicable, at the end of the current reporting period. The Annual Budget Forecast must

include the PO's budgeted income (e.g., retail sales, dues, donations) and budgeted expenses (e.g., payroll, supplies, equipment, travel) for the upcoming reporting period, separated into four monthly quarters for the reporting period. If the PO has employees, the Annual Budget Forecast must include a narrative statement identifying the number of PO employees, their positions, and their hourly wages or annual salaries, each listed by position. PO accounting procedures and report samples are found in the MCCS PO Handbook. The MCCS PO Handbook is available from the MCCS PO Coordinator who can be reached at DSN 645-2494/MCCS Iwakuni PO Coordinator, at DSN 253-5820.

7. Private Organization Auditing

a. POs with certain levels of gross annual revenue must undergo audits and financial reviews at the PO's own expense. The auditor must be a disinterested party and not a member or beneficiary of the audited PO:

(1) POs with gross annual revenues of \$50,000 must have an annual financial review conducted by a certified auditor or accountant.

(2) POs that have gross annual revenues of less than \$50,000 are normally not required to conduct an independent audit or financial review. However, such POs must provide an annual financial statement to MCCS no later than 45 days following the end of their designated reporting period.

b. When submitting annual financial review finding, the auditor must verify that the PO has a uniform system of accounting. The auditor must also consolidate audit reports of the accounting system into meaningful summaries and identify areas of weakness and plans for corrective action. A complete audit would also include: (1) the auditor's financial report summary; (2) a balance sheet; and (3) a statement of income and expenses.

c. In addition to the annual audit requirements, within 30 days after a change of treasurer, custodian, or individual accountable for the PO's assets, the PO should complete an internal financial review to ensure proper accountability.

d. The PO should consider bonding for its treasurer. The treasurer is in a sensitive position, especially if handling and controlling large amounts of cash. POs may make a bonding determination by weighing the cost of commercial fidelity insurance protection from a qualified underwriter against the potential dollar risk.

8. Private Organization Reporting. Within 20 days after the end of each quarter of the reporting period, each PO must submit the following reports to the MCB Butler MCCS or MCAS Iwakuni MCCS, as applicable:

- (1) A balance sheet;
- (2) Quarterly meeting minutes;
- (3) A quarterly compliance checklist; and
- (4) An updated point of contact list.

9. Tax Compliance. POs and unofficial activities must comply with all applicable federal, state, local, and foreign laws governing like civilian activities. Some POs may qualify for tax-exempt status. It is the responsibility of the PO or unofficial activity to obtain proper tax-exempt information and forms through the regional Internal Revenue Service office and the state taxing authority.

10. Department of Defense (DoD) Sanction or Support. Non-Federal entities on MCIPAC facilities and areas shall not receive official sanction, endorsement, or other support unless such support is authorized by Federal ethics regulations or permitted by law. While non-Federal entity support of military members and their families can be important to their welfare, non-Federal entities are generally not entitled to sovereign immunity and privileges afforded to Federal agencies and instrumentalities. To prevent the appearance of improper support by the DoD, each PO must adhere to the following requirements:

a. If the name, logo, or abbreviation of the DoD, a DoD component, installation, or other DoD organizational unit is used in a PO title or letterhead, the PO's status as a non-Federal entity must be apparent and unambiguous such that there is no appearance of official sanction or support by DoD.

b. For a PO to use the name/title, logo, or abbreviation of the DoD or a DoD organizational unit in the PO's name, the following requirements must be met:

(1) The PO must have prior written approval from the DoD or the DoD organization unit whose name or abbreviation is to be used;

(2) Any use of the name/title, logo, or abbreviation of the DoD or a DoD organizational unit must not mislead members of the public to assume the PO is an organizational unit of the DoD; and

(3) The PO must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not a part of the DoD: "THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS, AND IT HAS NO GOVERNMENTAL STATUS." This disclaimer must also be provided in appropriate oral communications and public announcements when the name of the PO is used.

11. Membership. Membership of non-DoD personnel in a PO must be less than one-third of the PO's membership. This limitation ensures that the PO is structured for the MCIPAC community. PO members who are DoD civilian employees or military or DoD civilian employee family members are "DoD personnel" for characterizing PO membership.

12. Equal Opportunity. PO shall not discriminate in membership policies or hiring practices based on age, race, religion, color, national origin, creed, gender, sexual orientation or disability. However, POs may organize around a cultural or ethnic focus provided they do not restrict their membership by age, race, religion, color, national origin, creed, gender, sexual orientation or disability. However, this does not apply to NFEs having statutory authorization for particular support.

13. Conflicts of Interest. United States military personnel and civilian employees serving in their official capacities will not execute PO charters. However, United States military personnel and civilian employees may be appointed as DoD liaisons to POs when the appointments are made in accordance with paragraph 3-201 of reference (d).

14. Private Organization Employees

a. PO employees are not employees of the United States or of an instrumentality of the United States.

b. Based on the nature of their operations, some POs may be required to obtain an Employee Identification Number (EIN) for tax filing and reporting. If required to obtain an EIN, a PO may submit a request to the Internal Revenue Service (IRS); the required form and instructions can be found at the IRS website, <http://www.irs.gov>.

c. Each PO shall comply with applicable laws on labor standards for employees, including worker's compensation insurance. PO employees shall not participate in NAF employee benefit programs based upon their affiliation with a PO.

15. Insurance. Each PO must demonstrate it possesses adequate insurance to protect its membership against public liability and property damage claims or other legal actions that may arise as a result of activities of the PO, its members, or by the operation of PO equipment or devices. POs may request insurance waivers if their activities are such that the risk of liability is negligible. MCIPAC will not assume liability (through insurance or other means) or assume any obligation for any PO activities or assets. Therefore, the protection of PO assets and PO members' interests through adequate insurance is a PO responsibility.

16. Private Organization Property. PO property shall not be abandoned on any MCIPAC facility or area and may only be acquired by MCIPAC by purchase or through donation to the United States Marine Corps in accordance with reference (e).

17. Private Organization Sustainment

a. Each PO must be generally self-sustaining, primarily through dues, contributions, service charges, fees, special assessment of members, or conducting fundraising events. There shall be no financial assistance to any PO from a NAF Instrumentality (NAFI) in the form of contributions, repairs, services, dividends, or other donations of money or other assets.

b. POs shall not pass income to their own members except through wages and salaries for PO employees, or as award recognition for services rendered to the PO or military community. This prohibition is not meant to preclude operation of investment clubs, in which the investment of members' personal funds result in a return on investment directly and solely to the individual members. Private Organization income collected and PO employee wages paid shall comply with applicable tax regulations. Private Organization income will be primarily used for offsetting expenses and accomplishing the PO's purpose.

c. PO cannot offer programs or services on MCIPAC facilities and areas that compete with appropriated or NAF activities (e.g., MCCS, the Army Air Force Exchange Service, and the Defense Commissary Agency), but they may, when specifically authorized, supplement those activities. Consequently, POs will not engage in continuous resale activities except through thrift shop sales of used merchandise, authorized gift shops, community theater events, or occasional sales for approved fundraising purposes. The term, "occasional," means no more than two fundraising events per calendar quarter. POs cannot sell alcoholic beverages or tobacco products. Tax/duty free merchandise will be sold only to SOFA-status members, and sold must be directly related to the specifically-approved purpose of the PO. The Commander, MCIPAC, may authorize exceptions to the above sales restrictions provided a NAF activity cannot fulfill the requested sales requirement.

18. Private Organization Status

a. A PO may remain in an active status if it submits timely reports to MCCS and remains in compliance with this Order. If a PO fails to submit timely reports or violates this Order, the Commander, MCIPAC, or Commanding Officer, MCAS Iwakuni, may place the PO in a probationary or suspended status. Repeated offenses may be cause for permanent revocation of a PO's authorization to operate on MCIPAC facilities and areas.

b. Each PO shall operate in an active, probationary, suspended, or revoked status period. The MCB Camp Butler MCCS Director or MCAS Iwakuni MCCS Director has the authority to place POs in active, probationary, or suspended status.

(1) Active Status. Active status is a period in which the PO may operate on MCIPAC facilities and areas while complying with this Order and applicable laws, regulations, and policies.

(2) Probationary Status. Probationary status is a period up to 30 days in which a PO may conditionally continue to operate on MCIPAC facilities and areas while correcting reporting violations or violations of this Order. Conditions of probation and remedial requirements for returning to active status may vary based upon the nature of the PO, the nature of the violations, and the required remedial action.

(3) Suspended Status. Suspended status is a period up to 60 days in which a PO must cease operating on MCIPAC facilities and areas to correct reporting violations or violations of this Order. Remedial requirements for returning to active status may vary based upon the nature of the PO, the nature of the violations, and the required remedial action.

(4) Revoked Status. Revoked status is a period no less than six months after the date of revocation in which a PO must cease operating on MCIPAC facilities and areas to correct repeated reporting violations or violations of this Order. Remedial requirements, if any, for any possible return to active status may vary based upon the nature of the PO, the nature of the violations, and any required remedial action.

19. Private Organization Dissolution

a. Each PO must provide for its dissolution per the provisions of its constitution, bylaws, or other articles of agreement. The dissolution provision shall designate management responsibilities, including the accountability for assets, satisfaction of liabilities, and disposition of any residual assets on dissolution; and identify agencies to which any residual bank balances may be forwarded if the PO is dissolved and no PO official can be located.

b. Immediately before dissolution of a PO, the incumbent PO president or delegated responsible official will notify the Commander, MCIPAC (Attn: MCB Butler MCCS or MCAS Iwakuni MCCS, as applicable) of the dissolution and certify that all liabilities have been satisfied and the PO's residual assets have been properly accounted for and disposed.

20. Logistical Support to POs

a. PO must be self-sustaining, and they are not entitled to DoD support. However, limited logistical support may be provided to a PO when the support is consistent with and supportive of the military mission of the DoD unit or activity concerned. For MCIPAC, such support may be provided only when it can be offered within the capability of the Commander, MCIPAC, without detriment to the Commander's ability to fulfill the military mission and the support is permitted under the Status of Forces Agreement.

b. When limited amount of logistical support may be provided to a PO, any appropriated fund support provided must be authorized per reference (d) and applicable law. Nonappropriated funds or assets shall not be directly or indirectly transferred to any PO.

c. If a PO continuously uses a DoD facility or space, a real estate license is required, and the PO must reimburse the government for any utilities, materials and services provided in addition to any other costs. If a PO occasionally requests use of a DoD facility or real property, such logistical support may be authorized per reference (d) and applicable law.

d. Each PO is responsible for furnishing or procuring its own equipment, supplies, and other materials at their own expense. DoD shall not provide a PO consumable supplies unless such support is permitted by law. If a PO occasionally requests use of DoD equipment, such logistical support may be authorized per reference (d) and applicable law.

e. Per reference (d), MCIPAC Camp Commanders are delegated Commander, MCIPAC, authority to authorize limited logistical support to a PO for use of facilities and equipment under their cognizance. Per reference (d), the MCB Butler MCCS and MCAS Iwakuni MCCS Directors are individually delegated Commander, MCIPAC, authority to authorize limited logistical support to a PO for use of facilities and equipment under their cognizance. This authority does not extend to providing DoD employees in their official capacities to express DoD policies as speakers, panel members, or other participants.

f. Logistical support may be granted to support scouting organizations per reference (e). Limited logistical support not authorized by reference (d) may be considered per reference (d).

g. Government employees must protect and conserve Government property and must not use it for other than authorized activities. Each Government employee has a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes. Therefore, all commanders and directors on MCIPAC facilities and areas should confer with their respective legal counsel before approving any logistical support for any PO.

Chapter 2

Fundraising Procedures

1. Authorized Organizations. Organizations authorized to fundraise on MCIPAC facilities and areas are limited to the following:

a. Private Organizations (PO) in an active status, recognized by MCIPAC or another military service in Japan.

b. Department of Defense Dependent Schools (DoDDS) activities. When the activity is requesting a fundraiser to be conducted off of school grounds, the activity must receive approval from the school principal and provide a copy of the approval, along with a fundraising request letter to the Camp /Station Commander for action. These funds are subject to fiscal accountability in accordance with DoDDS regulations. The DoDDS fundraising activity should have a student activity fund or be sponsored by an active private organization (e.g., Cheerleader Booster Club, PTA, etc.).

c. Units on MCIPAC facilities and areas for Birthday Balls. Per references (d) and (g), units are authorized to fundraise in order to off-set the cost of the Marine Corps Ball. Unit fundraising activities are "by us, for us" and may only be conducted amongst the DoD community. All money raised must be placed into the Marine Corps Ball Fundraiser Account, at the Marine Corps Community Services (MCCS) Accounting Management Office, and be used to support the Marine Corps Ball. Fundraisers conducted during air shows or similar open house events where non-SOFA or non-DoD members are invited is not among the DoD community. Accordingly, units are not authorized to fundraise during such events for the Marine Corps Ball or otherwise.

d. Unit, Personal, Family Readiness Program. These MCCS activities are authorized to hold fundraising events. Unit fundraising activities are "by us, for us" and may only be conducted amongst the DoD community. All money raised must be placed in the appropriate account at the MCCS Accounting Management Office.

e. MCCS Activities. MCCS activities (e.g. Single Marine Program, Okinawa Dolphins Swim Team) may fundraise on MCIPAC facilities and areas.

f. The Combined Federal Campaign (CFC) and the Navy and Marine Corps Relief Society (NMCRS) Drive.

g. One-time, annual activities such as the Veterans of Foreign Wars "Buddy Poppy" fund Drive so long as they are not conducted in or near the workplace. The MCB Butler MCCS and MCAS Iwakuni MCCS will confer with the SJA before approving any other request for fundraising on MCIPAC facilities or areas by any non-Federal entity which is not an active status PO.

h. NFEs with specific statutory authority to operate on MCIPAC facilities and areas (Red Cross, USO, NMCRS).

i. Organizations wishing to utilize MCCS club facilities or golf courses may, on a space available basis, be granted logistical support to host

fundraisers IAW reference (d), paragraph 3-211b. Legal advice should be sought prior to approving these requests.

2. Fundraising Events

a. Authorized organizations are allotted two fundraisers per quarter for a total of eight fundraisers per year. The following fundraising events will not normally be approved for on-base activity.

(1) Raffles, lotteries, or any gambling-type events where a prize is offered contingent upon sale of a ticket to a customer.

(2) Door-to-door solicitation in office, barracks, or family housing area.

(3) Fundraising events that offer for resale any items purchased from the exchange or commissary. This does not include items sold only for immediate consumption on base, e.g., an organization selling consumable items during a bake sale. This prohibition does not apply, however, to food served guests, to limited and occasional bona fide gifts to friends or family members, or to limited and reasonable donation to charitable organizations.

b. Recurring community or school theater productions may be approved when admission ticket fees are structured to cover reasonable production costs.

c. Unless performing duties directly related to MCCA operations, or providing command approved logistical support, MCCA employees may not directly assist in fundraising activities. For instance, MCCA facilities and employees may not be used to collect funds or sell tickets for fundraisers.

d. Authorized organizations may advertise their fundraisers subject to the following provisions:

(1) DoD employees and affiliated persons shall not officially endorse, or create an appearance of official endorsement of their fundraiser or membership drive through advertisement. Organizations listed in subsection 3-210 of reference (b) are exempted.

(2) Official channels (such as electronic marquees and on-base banners/signs) may be used to communicate information about fundraising events, subject to the discretion of the Camp Director.

(3) Camp Directors shall implement procedures in order to allow POs to advertise their fundraiser events aboard their respective camps. Camp Directors shall implement these procedures uniformly, granting equal access to advertisement for all POs. Even so, Camp Directors retain the discretion to remove any advertisement from their respective camps.

3. Fundraising Request Processing

a. An organization desiring to fundraise on a MCIPAC facility or area must submit a request for permission to the appropriate Camp/Station Commander via the Regional Civil Law Officer, Legal Services Support Section, Okinawa and the no less than 14 working days before the fundraising event

describing the nature and scope of the proposed event. See enclosure (2). A PO desiring to fundraise at MCAS Iwakuni MCCS, must submit a request of permission to the MCCS Iwakuni PO Coordinator via the MCAS Iwakuni Station Office of the Staff Judge Advocate no less than 15 days before the fundraising event. Each fundraising request must identify:

- (1) The name of the organization requesting to fundraise;
- (2) The location, date(s), and time(s) of proposed fundraising;
- (3) Any DoD logistical support requested, including any facility or equipment use and any supporting manpower (e.g., use of a building or area, use of a structure for signage, use of chairs/tables); and
- (4) Detailed descriptions of the proposed fundraising's purpose and solicitation procedures;
- (5) Approval from facility manager.

b. If the requested fundraiser is approved the organization must:

- (1) Coordinate with the facility on all rules and guidelines pertaining to the use of their facility;
- (2) Create a safety plan for the fundraiser;
- (3) Acquire insurance, if directed;
- (4) If there are any substantial changes or additions to the original request the organization must re-submit a request containing the changes/additions for review and approval/disapproval.

c. Fundraising requests involving prepared food sales must contain a certification that personnel preparing food have successfully completed a food service sanitation training course put on by the United States Naval Hospital Okinawa Preventive Medicine Department/MCAS Iwakuni Branch Health Clinic Preventive Medicine Department. For details, call DSN 643.3028 or E-mail: NHOKiPrevMed@med.navy.mil; MCAS Iwakuni Preventive Medicine: DSN 253-3419.

d. Fundraising requests in Okinawa involving known or unknown impacts to the environment or public safety shall be endorsed by the MCB Butler Installation Safety Office and the Environmental Affairs Branch, Facilities Engineer Division, MCB Butler. Similar fundraising requests at MCAS Iwakuni shall be endorsed by the MCAS Iwakuni Safety Office and the Environmental Department. No carwash fundraisers shall be approved in locations where untreated wastewater discharges would be released or conveyed directly or indirectly into soil or surface water.

e. Fundraising requests for fundraisers held inside or in the parking lot of the U.S. Naval Hospital, Okinawa, Japan (USNHO) shall be routed through the USNHO Staff Judge Advocate Ethics Counselor for appropriate action in accordance with reference (h).

4. Private Organization Fundraising

a. POs shall not advertise for, make referrals to, or encourage the use of any commercial business while operating on MCIPAC facilities or areas. This does not prohibit a PO from conducting a fundraiser in conjunction with a commercial business, provided the commercial business is not identified in any fundraiser advertisements.

(1) POs are not authorized to obtain commercial sponsors to operate on MCIPAC facilities and areas. Only MCCS may enter into commercial sponsorship agreements through the MCCS Commercial Sponsorship Program.

(2) Any off-base solicitation must comply with Japanese law and the Status of Armed Forces Agreement and clearly indicate that it is for a PO or an unofficial activity and not for any DOD or other Federal entity.

(3) POs shall not give off the perception that the Marine Corps would endorse or give special treatment to any fundraising donor.

(4) PO donation acceptance and gift recognition must not be done publicly. However, donation or gift recognition may be made before PO members or before those present at an event benefiting from the donation or gift.

b. In order to sell merchandise (e.g., mugs, patches, T-shirts, caps, etc.) displaying Marine Corps emblems to the general public, the products being sold must be produced by vendors authorized by the Headquarters Marine Corps (HQMC) Trademark and Licensing Office, and the producing vendor must be on the approved HQMC Trade Mark and Licensee List.

c. Examples of Marine Corps designs and words that require permission from the United States Marine Corps for sales include, but are not limited to: the Eagle, Globe, and Anchor; Marine Corps unit emblems; the Marine Corps slogan ("The Few. The Proud. The Marines."); the Marine Corps Pattern (MARPAT); and the terms Marine Corps, United States Marine Corps, or U.S. Marine Corps. The Marine Corps seal is not available for commercial use.

d. Funds raised by a PO are private funds belonging to the private organization. Should a private organization consist of individuals from the same unit fundraising in their private capacity, such a private organization may not commingle its funds with the unit's official family readiness account per reference (i).

e. A PO may gift or donate funds to a unit's official Marine Corps Ball in coordination with reference (j), which requires these funds to be deposited in the unit's birthday ball account managed by Marine Corps Community Services. However, Marine Corps and Navy personnel may not solicit such donations or gifts, either directly or indirectly, from a PO.

FUNDRAISER REQUEST FORM

TO COMPLETE THIS FORM, PLEASE READ INSTRUCTIONS ON REVERSE

CONTACT INFORMATION

Name of Requester:

Date of Request:

Organization Name:

Work Phone:

Email:

Cell Phone:

EVENT OVERVIEW

1. Details of Event: *(Please be as detailed and comprehensive as possible, attaching additional sheets if necessary.)*

2. Event Date:

3. Event Time:

4. Event Location: *(i.e., Community Center, PX, Commissary, etc.)*

Facility Manager's Name: *(Required endorsement from person responsible in which sale/event is taking place, e.g. PX, Commissary, etc.)*

Facility Manager's Signature:

Date:

Facility Manager's Phone:

Facility Manager's Email:

5. Will food be prepared on site? Yes / No *(If YES, please submit a copy of the food handlers permit with this form)*

6. Item(s) to be sold:

7. Entry Fee/Admission Charge:

8. Funds from this event will be used for:

9. Please specify if participants/invited guests will have SOFA status: *If Non-SOFA status personnel will be present, specify what actions will be taken for Non-SOFA status personnel:*

ENDORSEMENTS

A. LEGAL COUNSEL: ☐ No Objections

Signature:

Date:

Remarks:

B. DECISION OF CAMP/STATION COMMANDER: *Your request to conduct a fundraiser at the times and dates indicated above is:*

☐ Approved ☐ Denied

Remarks/Limitations:

Name/Rank:

Signature:

Date: