

MCIPAC Marine Corps Birthday Ball

Fundraising Information

The following guidance is established for fundraising activities on MCIPAC facilities and areas, in accordance with the following references:

Ref: (a) DoD 5500.7-R (Joint Ethics Regulation (JER))
(b) MCO 5760.4C
(c) MCO 7040.11A
(d) MCIPACO 5760.2
(e) DODI 1000.15

General Rule: The JER sets out the restrictions on DoD employees fundraising. (See ref (a)). The JER establishes a “For Us, By Us, Among Us” exception for fundraisers and provides “DoD employees shall not officially endorse or appear to endorse membership drives or fundraising for any non-Federal entity except ... (6) Other organizations composed primarily of DoD employees or their dependents **when fundraising among their own members for the benefit of welfare funds for their own members or their dependents** when approved by the head of the DoD Component command or organization after consultation with the DAEO or designee. (This includes most morale, welfare and recreation programs, regardless of funding sources).”

Note: Individuals may fundraise in a personal capacity for NFEs with command permission. (Ref (b)). NOTE – personal capacity means NO UNIFORMS

Conduct:

1. Prior to conducting any fundraising activities on MCIPAC facilities and areas, commands shall contact their Command Legal Counsel or Staff Judge Advocate for guidance. (Ref (c))
2. Units are authorized to fundraise for the Marine Corps Birthday Balls (MCIPACO 5760.2, Chapter 2, para.1.c) to support the social portion of the Ball (dinner, refreshments, favors, music, and other social activities) (MCO 7040.11A)
3. Military members may not conduct fundraisers in uniform (DoD 5500.7-R) or during the member’s official duty hours.
4. Units are allotted two fundraisers per quarter for a total of eight fundraisers per year on MCIPAC facilities and areas. (MCIPACO 5760.2, Chapter 2, Para.2.a)
5. May not use seals, logos or insignia of the DOD including advertising for the event. (DODI 1000.15, Encl.2. Para.1.a)
6. May not sell or serve alcoholic beverages or tobacco products. (MCIPACO 5760.2)
7. May not conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances. (MCIPACO 5760.2. Chapter 2, para.2.a.(1))

8. Door-to-door solicitation in office, barracks, or family housing area is prohibited. (MCIPACO 5760.2. Chapter 2, para.2.a.(2))

9. Must furnish their own equipment, supplies, and other materials (including setup and tear down). Certain DoD facilities and equipment may be provided, at no additional cost to DoD, as logistical support of charitable fundraising events when the factors of paragraph 3-211.b. of the JER are determined by the cognizant Commander.

10. Must not engage in activities that duplicate or compete with appropriated or NAF activities (e.g., Marine Corps Community Services (MCCS), the Army Air Force Exchange Service, and the Defense Commissary Agency), (MCIPACO 5760.2)

11. Military members and civilian employees MUST be off-duty, lunch or leave status to participate in fundraiser events.

12. Tax/duty free merchandise will be sold only to SOFA-status members, and must be directly related to the specifically approved purpose of the Private Organization.

13. All money raised must be placed into the unit's Marine Corps Ball Fundraiser Account, at the MCCS Installation Finance, and be used to support the unit's Marine Corps Ball.

Advertising:

1. Must have approved fundraiser request from MCIPAC/OSJA prior to advertising.

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. (MCIPACO 5760.2, Encl. (1) Para.2.a.)

3. Any printed posters used to publicize your fundraiser may not be displayed in an MCCS facility without the permission of the facility manager. You must coordinate your printed poster with MCCS Marketing at 645-2245.

4. Must prominently display the following disclaimer on all print and electronic media confirming that: —"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 (MCIPACO 5760.2)

5. Government owned computers, printers, paper, copiers, etc. are NOT to be used to create or reproduce these marketing materials. (Joint Ethics Regulation 5500.07-R, Chap.2-301)

6. May NOT use sponsorship of any kind for fundraisers or private organizations.

Solicitations/Donations:

1. DOD employees, both uniformed and civilian, shall not solicit funds from outside sources or endorse the fundraising efforts of non-Federal entities. (MCO 7040.11A) Individuals may fundraise in a personal capacity for NFEs with command permission. (Ref (b))
2. It is extremely difficult for an overseas off-base fundraiser to comply with the Marine Corps Order. Overseas off-base fundraiser requests are unlikely to be approved.
3. Gifts from outside entities may only be accepted in accordance with 5 C.F.R. Part 2635, DOD 5500.7-R, SECNAVINST 4001.2H and MCO P5800.16A. Except as provided by DOD 5500.7-R and SECNAVINST 4001.2H, gifts from prohibited sources (e.g. government contractors, military associations, local businesses, etc) may not be accepted. Prior to accepting any gift from an outside entity, commands must consult and obtain a written legal opinion from their Command Legal Counsel or Staff Judge Advocate.

Marine Corps Ball Fundraising Account

Fundraising Deposit

- Fundraising proceeds should be deposited at any of the MCCS clubs cash cage.
 - Camp Kinser- Surfside
 - MCAS Futenma – Habu Pit
 - Camp Foster- Ocean Breeze
 - Camp Hansen- The Palms
 - Camp Schwab- Beach Head
- A copy of the deposit receipt must be sent to [Installation Finance- Unit Funds](#) for funds to be credited to the unit's account in a timely manner. A completed deposit form and fundraising approval form (MCIPAC-MCBB/SJA/5760/1) must accompany receipt submission as supporting documents for funds deposited.

Funding Execution

- The Commanding Officer must appoint, in writing, a designee to be responsible for the unit's Marine Corps Ball fundraising account. A copy of the signed appointment letter must be provided to Installation Finance. This authorizes the funds designee to transact with Installation Finance regarding funds requests, transfers, and account inquiries.
- A completed copy of NAVMC 11652 must be submitted for all expenditure requests. While any person from the unit can be a claimant (Block 3a) on the NAVMC, only the commanding officer and the appointed funds designee can sign as Approving Official on Block 11.
- Check requests, for either advance funds or reimbursement, must be submitted by Friday for the check to be available for pick-up the following week, Thursday, 1300, at Ocean Breeze (Camp Foster).
- Internal transfer requests (BUM transfers) to MCCS facilities (clubs for supplemental contracts, Motor-T for transportation support, CYP childcare facilities, etc.) must be submitted at least two (2) days prior to the event.
- Receipts, with 3rd party signature, must be submitted within five (5) working days after the event for reconciliation. Any person in the unit, not the claimant nor the approving official, must attest to the purchase made with the funds requested with their printed name and signature on the receipt.
- Unused funds should be deposited back to the unit's account through deposit at any of the MCCS club cash cage. A copy of the deposit receipt must be submitted to Installation Finance as part of the reconciliation.

Points of Contact:

- MCIPAC Staff Judge Advocate
 - MCBSJASOFA@usmc.mil
 - DSN 645-7461
- MCCS Installation Finance- Unit Funds Administrator
 - unitfunds@okinawa.usmc-mccs.org
 - DSN 645-4717