

MCIPAC Marine Corps Birthday Ball Fundraising

Units may conduct approved fundraising activities to support the social portion of their Marine Corps Birthday Ball, including dinner, refreshments, favors, music, and related activities.

Before Conducting a Fundraiser

- Consult your Staff Judge Advocate for guidance.
- Obtain approval using the **MCIPAC-MCBB/SJA/5760/1 Fundraiser and Limited Logistical Support Request Form**.
- Fundraising activities may not be advertised until approval has been received.
- Units may conduct up to **two fundraisers per quarter**, for a maximum of **eight fundraisers per year**, on MCIPAC facilities and areas.

Participation Requirements

- Military members may not participate in fundraising activities while in uniform or during official duty hours.
- Military members and civilian employees must participate while off duty, on leave, or during an authorized lunch period.
- Individuals fundraising in a personal capacity must have command permission and may not represent the activity as officially endorsed by the Department of War.

Prohibited Activities

Fundraising activities may not:

- Use Department of War seals, logos, or insignia in advertisements or promotional materials.
- Include the sale or service of alcoholic beverages or tobacco products.
- Include raffles, lotteries, games of chance, or other gambling-type activities.
- Include door-to-door solicitation in offices, barracks, or family housing areas.
- Duplicate or compete with MCCS, Exchange, Commissary, or other appropriated- or nonappropriated-fund activities.
- Use government-owned computers, printers, copiers, paper, or other government resources to create or reproduce promotional materials.

- Obtain commercial sponsorships for the fundraiser.

Units are generally responsible for providing their own equipment, supplies, setup, and teardown.

Advertising Requirements

- Official communication channels, including electronic marquees and on-base banners or signs, may be used with approval from the appropriate Camp Director.
- Posters displayed inside an MCCS facility require permission from the facility manager and coordination with MCCS Marketing.
- All printed and electronic advertisements must prominently display the following disclaimer: “THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF WAR OR ANY OF ITS COMPONENTS, AND IT HAS NO GOVERNMENTAL STATUS.”

Outside Solicitations and Donations

- DoD employees may not solicit funds from outside organizations or businesses on behalf of the unit fundraiser.
- Commands must consult their Staff Judge Advocate and obtain a written legal opinion before accepting any gift or donation from an outside entity.
- Overseas off-base fundraising requests are unlikely to be approved because of applicable legal restrictions.

Fundraising Proceeds

All proceeds must be deposited into the unit’s **Marine Corps Ball Fundraising Account** maintained by MCCS Installation Finance and used only to support the unit’s Marine Corps Birthday Ball.

For deposit instructions, expenditure requests, account administration, forms, and points of contact, see the **Marine Corps Ball Fundraising Account** section below.

Marine Corps Ball Fundraising Account

Fundraising Deposits

- Deposit all fundraising proceeds at any MCCA club cash cage:
 - Camp Kinser - Surfside
 - Camp Foster - Ocean Breeze
 - Camp Hansen - The Palms
 - Camp Schwab - Beach Head
- To ensure timely credit to the unit's account, submit the following to Installation Finance - Unit Funds:
 - Copy of the deposit receipt
 - Completed Fundraising Deposit Form
 - Approved MCIPAC-MCBB/SJA/5760/1 Fundraiser and Limited Logistical Support Request Form

Funding Execution

- **Account designee.** The Commanding Officer must appoint, in writing, a designee responsible for the unit's Marine Corps Ball fundraising account. Provide the signed appointment letter to Installation Finance. The appointment authorizes the designee to transact with Installation Finance regarding fund requests, transfers, and account inquiries.
- **Expenditure requests.** Submit a completed NAVMC 11652 for every expenditure request. Any unit member may be the claimant in Block 3a; however, only the Commanding Officer or appointed funds designee may sign as Approving Official in Block 11.
- **Check requests.** Submit advance-fund or reimbursement check requests by Friday. Checks will be available for pick-up the following Thursday at 1300 at Ocean Breeze, Camp Foster.
- **Internal transfers.** Submit internal transfer requests to MCCA facilities—such as clubs for supplemental contracts, Motor-T for transportation support, or CYP childcare facilities—at least two days before the event.
- **Reconciliation.** Submit receipts with a third-party signature within five working days after the event. A unit member other than the claimant or approving official must attest to the purchase by printing and signing their name on the receipt.
- **Unused funds.** Redeposit unused funds at any MCCA club cash cage and submit a copy of the deposit receipt 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 645-6776
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