

## FUNDRAISER AND LIMITED LOGISTICAL SUPPORT REQUEST

### Privacy Act Statement

**AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; E.O. 9397 (SSN), and MCIPAC-MCBBO 5760.2. **PURPOSE(S):** To manage, supervise, and administer programs for all Department of the Navy civilian, military, and contractor personnel. Information is used to prepare organizational locator, recall rosters, and social rosters; notify personnel of arrival of visitors; locate individuals on routine and/or emergency matters; locate individuals during medical emergencies, facility evacuations and similar threat situations; provide mail distribution and forwarding addresses; compile a social roster for official and non-official functions; send personal greetings and invitations; track attendance at training; identify routine and special work assignments; determine clearance for access control; identify record handlers of hazardous materials; record rental of welfare and recreational equipment; track beneficial suggestions and awards; control the budget; travel claims; track manpower, grades, and personnel actions; maintain statistics for minorities; track employment; track labor costing; prepare watch bills; project retirement losses; verify employment to requesting banking activities; rental and credit organizations; name change location; checklist prior to leaving activity; safety reporting/monitoring; and, similar administrative uses requiring personnel data. **ROUTINE USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To arbitrators and hearing examiners for use in civilian personnel matters relating to civilian grievances and appeals. To authenticate authorization for access to services and spaces such as Morale, Welfare and recreation (MWR) facilities and food services. The DoD 'Blanket Routine Uses' that appear at the beginning of the Navy's compilation of systems of records notices apply to this system. **DISCLOSURE:** Disclosure of your personal information is voluntary. However, if requested information is not provided, follow-up will not be guaranteed.

**TO COMPLETE THIS FORM, PLEASE READ INSTRUCTIONS ON REVERSE**

### CONTACT INFORMATION

<b>1. Name of Requester:</b>	<b>2. Date of Request:</b>
<b>3. Organization Name:</b>	<b>4. Work Phone:</b>
<b>5. Email:</b>	<b>6. Cell Phone:</b>

### EVENT OVERVIEW

**1. Details of Event and Logistical Support Requested:** *(Please be as detailed and comprehensive as possible, attaching additional sheets if necessary. Please provide proof of insurance if applicable to the event.)*

<b>2. Event Date:</b>	<b>3. Event Time:</b>	<b>4. Event Location:</b> <i>(i.e., Camp Foster Community Center, Camp Courtney PX, etc.)</i>
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**5. Facility Manager's Name:** *(Required endorsement from person responsible in which sale/event is taking place, e.g. PX, Commissary, etc.)*

a. Phone:	b. Email:	c. Signature:	d. Date:
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**6. Will food be prepared on site?**     Yes     No    *(If YES, please submit a copy of the food handlers permit with this form)*

**7. Item(s) to be sold:**

**8. Entry Fee/Admission Charge:**

**9. Funds from this event will be used for:**

**10. Please specify if participants/invited guests will have SOFA status:**

If Non-SOFA status personnel will be present, specify what actions will be taken to ensure Non-SOFA status personnel are not providing funds:

### ENDORSEMENTS

<b>11. LEGAL COUNSEL:</b> <input type="checkbox"/> No Objections	<b>11a. Signature:</b>	<b>11b. Date:</b>
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**11c. Remarks:**

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

**12a. Remarks/Limitations:**

Approved     Denied

**12b. Name/Rank:**

**12c. Signature:**

**12d. Date:**

# **FUNDRAISER AND LIMITED LOGISTICAL SUPPORT REQUEST FORM**

## **INSTRUCTIONS**

1. Please complete the **CONTACT INFORMATION** and **EVENT OVERVIEW** sections.
2. **Coordinate and have the request signed off by the Facility Manager** (i.e., PX manager, Commissary etc.) where the fundraiser will take place.
3. **Submit a copy of the Food Handlers Permit if applicable.** Fundraisers involving food prepared on site (except bake sales) must be favorably endorsed by the United States Naval Hospital Okinawa Preventive Medicine Department. The endorsement must certify that all persons preparing food successfully completed a four-hour foodservice sanitation training course. For details, call DSN 315-646-9612.
4. **After completing all requirements, email or deliver the form and associated documents to the Regional Civil Law Office or MCIPAC-MCBB Office of the Staff Judge Advocate. If aboard MCAS Iwakuni, deliver to the Office of the Staff Judge Advocate.**
5. The office of the applicable Camp/Station Commander will email the Requestor the endorsed and/or disapproved application.  
**Note: fundraiser requests submitted less than 3 weeks before the event will not be processed.**

## **ADDITIONAL INFORMATION**

1. **You may not conduct or advertise your fundraising event prior to final approval from the Civil Law Section, LSSS-Pacific or Office of the Staff Judge Advocate, and the Office of the Camp/Station Command.**
2. Procedures and support for Non-Federal Entities Authorized to Operate on Marine Corps Installations and Informal Funds is generally governed by Marine Corps Order 5760.4C, 18 March 2010.
3. SOFA status members are prohibited from engaging in any activity that implies Federal (i.e. military services) endorsement of a fundraising event. Members of the Armed Services may not actively participate in fundraising while on duty, in uniform, or while at the workplace. SOFA status members who participate in fundraising events must do so in their own individual capacity, and not as representatives of the Federal government.
4. Generally, fundraisers should take place away from the workplace and/or administrative area. Examples of the "workplace" include offices, hangars, flight line. Acceptable areas to fundraise include the commissary or exchange.
5. A fundraiser may not consist of frequent/continuous resale activities or compete with AAFES or MCCS affiliated activities. Authorized organizations are allotted two fund-raisers per quarter for a total of eight fund-raisers per year.
6. Private organizations and unofficial activities/organizations may not sell alcoholic beverages. Also, unofficial activities/organizations may not conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances.
7. Door-to-door solicitation is largely prohibited in military housing areas. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques, and provide military personnel and their families a peaceful living environment free from unwanted intrusions. As such, access to military housing for door-to-door solicitation is and will be highly restricted.

## **CONTACT INFORMATION**

1. The point of contact concerning this Fundraiser Request form is the Civil Law Section, LSSS-Pacific/Office of the Staff Judge Advocate, MCIPAC-MCBB, located at Bldg. 1, Marine Corps Base Camp Foster, Okinawa, Japan, 315-645-7461.
2. E-mail complete form to [MCBSJASOFA@USMC.MIL](mailto:MCBSJASOFA@USMC.MIL)