



UNITED STATES MARINE CORPS
MARINE CORPS BASES JAPAN
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35001
FPO AP 96373-5001

MCBJO 5340.1C

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9 MAR 2009

MARINE CORPS BASES JAPAN ORDER 5340.1C

From: Commander, Marine Corps Bases Japan
To: Distribution List

Subj: FUND-RAISING ACTIVITIES ABOARD MARINE CORPS INSTALLATIONS

Ref: (a) DoDI 5035.01, "Combined Federal Campaign (CFC) Fund-Raising within the Department of Defense," 31 January 08
(b) DoD 5500.7-R, "Joint Ethics Regulations," 1 August 1993
(c) USFJ Instruction 36-3104, "Fund Raising", 1 April 2003
(d) MCO 7040.11A, "Marine Corps Ball Funding", 4 August 2008

Encl: (1) Request to hold a USMC Unit Fund-Raiser form

1. Situation. To update policy and responsibilities governing fund-raising activities aboard Marine Corps Bases Japan (MCBJ) installations.
2. Cancellation. MCBJO 5340.1B.
3. Mission. This Order provides policy for fund-raising aboard MCBJ installations, in accordance with references (a) through (d).
4. Summary of Revisions. This Order contains revisions meant to clarify the fund-raising process and the responsibilities of fund-raising organizations. Changes include the number of fundraisers authorized per quarter.
5. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide units and organizations the opportunity to raise funds for worthy causes with consideration to balancing fundraising opportunities among organizations and limiting total impact on base residents.

(a) Authorized Organizations. Organizations authorized to fund-raise aboard MCBJ include the following:

1. Private organizations in an active status, recognized by the Department of Defense (DoD) or MCBJ.

2. Department of Defense Dependent Schools (DoDDS) activities. When the activity is requesting a fundraiser to be conducted off school grounds, the activity must receive approval from the school principal and provide a copy of the approval, along with a fund-raising request letter to the Camp 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., KHS Cheerleader Booster Club, PTA, etc).

3. MCBJ Units. Per reference (d) Units are authorized to fund-raise in order to off-set the cost of the Marine Corps Ball. All money raised must be placed into the Marine Corps Ball Fund-Raiser Account, at the Marine Corps Community Services (MCCS) Accounting Management Office, and be used to support the Marine Corps Ball.

4. Unit Family Readiness Program and Single Marine Program. These MCCS activities are authorized to hold fund-raising events, pursuant to governing regulations. Fundraised monies cannot be used to purchase items that violate local and DoD policies and directives.

5. Special exceptions. Fund-raising events such as the Combined Federal Campaign (CFC), the Navy and Marine Corps Relief Society (NMCRS) Drive, the Red Feather Fund Drive, and the Veterans of Foreign Wars "Buddy Poppy" Fund Drive are approved as one-time annual activities. The CFC and the NMCRS Fund Drive are governed by federal regulations.

(b) Fund-raising Events. Authorized organizations are allotted two fund-raisers per quarter for a total of eight fund-raisers per year. The following fund-raising events will not normally be approved for on-base activity. They include:

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. Fund-raising 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.

4. Fund-raising events sponsored by non-authorized organizations.

(c) Fund-raising Request Process. Any organization desiring to conduct fund-raising activities will submit a request for permission to the appropriate Camp/Station Commander and a second copy to MCCS describing in detail the nature and scope of the proposed activity. All fund-raising requests should be submitted for approval a minimum of 14 working days prior to the scheduled event. An example of a Request to Hold a USMC Unit Fund-Raiser form is provided in enclosure (1).

(d) Camp/Station Commander Approval/Disapproval. Certain fund-raising events can be approved by the Camp/Station Commander. Those events include bake sales, car washes, dances, and "Buddy Poppy" Fund Drives.

(e) Additional Fund-raising Approval/Disapproval. Some fund-raising events will require legal interpretation by the Pacific Area Counsel

Office (PACO) and/or final decision by the Commander, Marine Corps Bases Japan, to include:

1. Any authorized organizations that desire to sponsor events other than bake sales, car washes, and dances.

2. Any fund-raising event not addressed by this Order.

(f) Organization Process. If the requested fund-raiser 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 fund-raiser.

3. Acquire insurance, if necessary.

4. Request base passes or access from the Camp/Station Commander office for any invited guests who do not have SOFA status.

5. 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.

6. Administration and Logistics

a. Camp/Station Commander shall:

(1) Review all letters of request for fund-raising activities.

(2) Coordinate with the Assistant Chief of Staff (AC/S), MCCS to ensure the requesting group is authorized to conduct a fund-raiser.

(3) Coordinate with the AC/S, MCCS to ensure the requesting group is within the limit of two fund-raisers per quarter.

(4) Approve or disapprove requests for bake sales, car washes, dances, and "Buddy Poppy" Fund Drives. Inform each applicant of the decision.

(5) Forward all other requests to the Commander, MCBJ, via the AC/S, MCCS, for coordination with PACO for legal recommendation and final decision.

b. PACO shall:

(1) Review all forwarded fund-raiser requests.

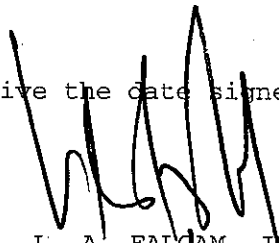
(2) Approve or disapprove all requests.

7. Command and Signal

a. Command. This Order is applicable to all commands and identified activities on MCBJ in Okinawa and Camp Fuji.

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



L. A. FALCAM, JR.
Chief of Staff

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9 MAR 2009

_____ (Date)

REQUEST TO HOLD A USMC UNIT FUND-RAISER

Request that _____ conduct a USMC fund-raiser at the

 (Company/Battalion/Major Unit)
 _____ on _____ in support of _____
 (Location of event) (Date) (Name of Ball/Event)
 on _____
 (Date of Ball/Event)

Prior to approval, the following conditions must be adhered to:

1. Your company is authorized to conduct *two fund-raisers per quarter* to offset the cost of the Ball or organizational event.
2. The fund-raising event, if at all possible, will be held at an MCCS facility (i.e., Awase Golf Course, MCCS Bowling Centers or MCCS Clubs).
3. The funds raised by the event must be deposited into your Unit Fund Account at the MCCS Accounting Management Office (AMO). The POC is the Unit Funds Administrator at 645-2593.
4. If the unit is a Unit Deployed Program (UDP), any locally raised *unutilized* funds will remain with MCCS.
5. The fundraiser must comply with Camp Command specific guidance, to include U.S. and Japanese regulations.
6. The fundraiser may not interfere with any scheduled MCCS events. Schedule your unit fundraiser with the respective MCCS facility manager or MCCS installation Community Support Coordinator/Supervisor (CSC/S) before requesting approval.
7. Describe, in detail, the type of fund-raiser and any activities that will take place. In addition, 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:

If you do not wish to adhere to the above conditions (1) through (6), your fund-raiser request will be denied; please initial on line. _____

If you fail to deposit event funds in the Unit Funds account, all other requests for fund-raisers will be denied; please initial on line. _____

The MCCS POC for unit fund-raising can be reached at 645-2494/3082.

This request must be submitted at least 14 working days in advance to the respective Camp Commander and a copy to MCCS. Failure to do so could result in disapproval.

Unit Representative Name/Rank/DSN Phone Number/ e-mail

Unit Representative Signature/Date