

FUNDRAISER REQUEST FORM

Marine Corps Installations Pacific

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., Camp Foster Community Center, Camp Courtney PX 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:**

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 643-3028 or email: NHOKiPrevMed@med.navy.mil
4. **After completing all requirements, email the form to:** mcbsjasofa@usmc.mil
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, and the Office of the Camp/Station Command.**
2. Fundraising is generally governed by MCIPACO 5760.1, *Support for Non-Federal Entities and Fundraising, 14 March 2014.*
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, Office of the Staff Judge Advocate, Marine Corps Installations Pacific, Bldg. 1, Marine Corps Base Camp Foster, Okinawa, Japan, DSN: 645-7462.