



UNITED STATES MARINE CORPS  
MARINE CORPS BASE HAWAII  
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IN REPLY REFER TO:  
BaseO 5760.5A  
IS  
2 Feb 2012

BASE ORDER 5760.5A

From: Commanding Officer, Marine Corps Base Hawaii  
To: Distribution List

Subj: INFORMAL ACTIVITIES AND FUNDS, FUNDRAISING ACTIVITIES, AND SERVICE  
BIRTHDAY BALL FUNDS

Ref: (a) DoDD 5410.18  
(b) DoDD 5500.7-R  
(c) DoDI 1000.15  
(d) MCO 5760.4C  
(e) MCO P1700.27B W CH 1  
(f) BaseO P5532  
(g) BaseO 5760.3A

Encl: (1) Fundraising Activities and Idea List  
(2) Fundraising Event Request Form

1. Situation. Reference (a) defines fundraising events. Reference (b) is Joint Ethics Regulations and addresses personal participation in non-Federal entities fundraising events. Reference (c) states the Office of Secretary of Defense's policy regarding small activities and funds. Reference (d) directs commanding generals and commanding officers to take action to implement policies and instruction for operation of small informal funds and activities aboard their installations. Reference (e) describes the limits of fundraising activities aboard Marine Corps installations. Reference (f) defines the organizations authorized to hold fundraising events aboard Marine Corps Base (MCB) Hawaii. Reference (g) governs the operation of private organizations and their activities aboard MCB Hawaii.

2. Cancellation. BaseO 5760.5.

3. Mission. To establish policy and guidance on informal activities and funds, fundraising activities, and service birthday ball fund administration aboard MCB Hawaii.

4. Execution

a. Commander's Intent and Concept of Operations.

(1) Commander's Intent. This Order is designed to serve as a single source document and will be the guiding influence for establishing and monitoring all (subordinate/tenant) units' informal activities and funds, authorized fundraising activities, and service birthday ball funds to ensure all regulations and directives governing these activities are followed. Fundraising events are designed to support worthy causes, as such, it is imperative that we abide by the specifics and spirit of all applicable regulations as contained within this instruction. When impropriety or the appearance of impropriety exists, it threatens public confidence in our military service.

(2) Concept of Operations

(a) Informal Activities and Small Informal Funds. Per reference (a), the Office of the Secretary of Defense provides that certain unofficial activities may occur on federal installations due to their "limited scope." Subordinate and tenant units aboard MCB Hawaii may establish informal activities and funds that comply with the following definitions:

(b) Informal Activity. An informal activity is a self-sustaining, nonfederal entity comprised of individuals acting exclusively outside the scope of any official capacity as military personnel, civilian employees, or agents of the federal government. Examples of informal activities are office coffee funds, unit flower funds, and plaque funds. By the nature of their activities, informal activities are not non-appropriated fund instrumentality (NAFI) operated by Marine Corps Community Service (MCCS), nor is there an official relationship between their activities and those of Department of Defense (DoD) personnel who are participants. Per references (d) and (g), informal activities may operate when conforming to applicable laws, orders, and regulations.

b. Tasks

(1) Base Inspector. Provide oversight of unit informal funds and activities through informal staff assist visits, the formal Commanding General's Inspection Program, and periodic financial audits, to ensure compliance with applicable regulations.

(2) Base Comptroller - Resource Evaluation and Analysis Section. Adjudicate any conflict of interest or inappropriate activity cases.

(3) Commanding Officers, Officers-In-Charge, and Department Heads

(a) Ensure informal activities currently operating, or intending to be established among members of their activity are informed and conform to this Order.

(b) Designate a responsible individual to review the purpose and manner in which funds are secured, deposited, and accounted for by each informal activity at least quarterly.

c. Coordinating Instructions.

(1) Small Informal Funds. Per reference (d), Any informal fund and activities that generate more than \$350 per month or has more than \$1000 in the fund must have written authorization from the installation commander to operate aboard the installation. Small informal funds include monies received, collected, or given by individuals for the purpose of purchasing gifts, flowers, plaques, food and beverages for activity events, or other informal purposes of the activity.

(2) Prohibited Activities. Regulations published in references (d) through (g) prohibit military units and DoD personnel from engaging in activities that directly compete with our existing MCCS programs such as retail sale (except authorized thrift shop sales operated by the All Enlisted Spouse Club), resale of food, food service, or money-making business in order to support unit informal activities and small informal funds. These business

operations are reserved for our non-appropriated fund (NAF) activities that generate income to enhance the quality of life for the MCB Hawaii military community, and to support commanders' efforts in the prevention and resolution of problems that detract from readiness. Direct financial assistance in any form to an informal activity from a NAFI is also prohibited. Informal activity use of government resources, to include internet/email, is prohibited without prior approval of the Base Inspector.

(3) Fundraising Activities. Reference (a) defines fundraising activities as an event or activity with the purpose of soliciting money or material for charitable, civic, or educational organizations, organizational operations, or similar purposes, by any means, beyond that necessary to cover the reasonable costs of events. "Fundraising activities" are distinct from "commercial activities" that involve the conduct of business to make a profit. All fundraising must comply with reference (b).

(a) Units. Units may hold periodic fundraising events to augment their own unit informal and birthday ball funds. A fundraising activities and idea list is found in enclosure (1), and are examples of types of events that will normally be approved.

(b) Private Organizations. Private organizations registered and authorized to operate on MCB Hawaii may also hold fundraising events for charitable purposes. Any informal fundraising that duplicates or competes with services provided by MCCS adversely impacts MCB Hawaii's ability to support our units as a whole and will not be approved.

(c) MCCS Activities. Fundraising events are authorized for MCCS activities. These activities shall be limited to authorized users of these activities and funds raised must be for the benefit of the activities and their authorized users. These fundraising activities shall be conducted entirely aboard MCB Hawaii.

(d) Single Event. Single cause fundraising events for charities will be approved on a case-by-case basis. Fundraising events for the united charity campaigns (i.e., Combined Federal Campaign) authorized by the Secretary of Defense, emergency and disaster appeals approved by the Office of Personnel Management, and military aid societies (e.g., Navy/Marine Corps Relief Society) generally fall within this category.

(e) Off-base Fundraising. Unit informal activities may not engage in fundraising outside of MCB Hawaii. Individuals may not participate in off-base fundraising events as Marines/Sailors or as members of a particular unit, nor may such off-base activities be identified with the Navy or Marine Corps. Individuals may participate in off-base fundraising; however, such fundraising must be in a purely personal capacity. State and local law governs such off-base activities and should be consulted.

(f) Impropriety. Any gambling activity, including a lottery, pool, raffle or game of chance for money or property, is strictly prohibited. Any fundraising event or campaign practice that involves compulsion, coercion or other action that is contrary to the concept of true voluntary giving is strictly prohibited. These coercive activities include, but are not limited to, the granting of special favors, privileges or entitlements that are an inducement to contribute. See enclosure (1) for a more complete list of unauthorized fundraising activities.

(4) Service birthday ball funds. Service birthday ball funds are separate from, and in no way should be associated with small informal funds.

(a) Sources of birthday ball fund income that are authorized:

1. Tickets and admission money collected from authorized patrons of the birthday ball and their invited guests.

2. NAF discretionary funds allocated to the unit for participation in morale, welfare and recreation (MWR) events (BayFest ticket sales, Swamp Romp, fun runs, etc.).

3. Periodic unit fundraiser events with the goal to reduce the birthday ball cost for our junior enlisted Marines and Sailors may be conducted aboard MCB Hawaii when approved by the Base Inspector.

(b) Accounting for birthday ball funds will involve all records being kept for four years and may be solicited by NAFI from time to time during audits of command MWR funds.

1. Birthday ball funds collected should be deposited with MCCS under unit Fundraising Special Purpose Funds and withdrawn when needed to pay for the various costs associated with the event.

2. Unit commanders will establish adequate local control procedures to ensure birthday ball funds are properly managed and maintained.

5. Administration and Logistics. Informal activities authorized per this Order are subject to the following restrictions:

a. Activities that prejudice or discredit the military services or any other agency of the federal government are prohibited.

b. Activities shall not be conducted in the name of "Marine Corps Base Hawaii." The title of informal activities shall not include the term "Base."

c. Discrimination shall not be permitted by any activity authorized herein by participants based on race, sex, religion, age, national origin, or sexual orientation.

d. Fundraising Approval Authority. The Base Inspector is the sole approving authority for all fundraising activity aboard MCB Hawaii. Units, organizations, and individuals desiring to conduct a fundraising activity will submit a request per enclosure (2) to the inspector ten business days prior the date of the event for proper staffing and approval. Opportunity to engage in fundraising activities is generally available on a "first come, first served" non-preferential basis. Limited logistical support is appropriate on a non-interference basis.

e. Petty Cash Management and Maintenance Procedures. Informal activities shall be responsible for their own system of accountability to the participants; however, monies accumulated from informal and fundraising activities must be carefully accounted for, properly maintained and safeguarded. Unit commanders will ensure an adequate accounting method is used for a unit's informal funds. Monies should be deposited in individual units' discretionary fund account held by MCCS for increased accountability and safeguarding. References (d) and (g) provide more specific guidance on

accounting practices for private organizations authorized to operate aboard MCB Hawaii.

6. Command and Signal

a. Command. This Order is applicable to all organizations, activities, and subordinate/tenant commands aboard MCB Hawaii.

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



BRIAN ANNICHIARICO

DISTRIBUTION: A

**Fundraising Activities and Idea List**

1. Car washes (at Kahuna's only).
2. Homemade baked goods sales (pastry/desert type items).
3. Girl Scout cookie sales (for those troops chartered by organizations aboard Marine Corps Base (MCB) Hawaii).
4. Boy Scout popcorn sales (for those troops chartered by organizations aboard MCB Hawaii).
5. Auctions (household items, clothes, art, services and goods).
6. Unit-level sports tournaments.
7. Unit-level/group garage sales at a central location aboard MCB Hawaii.
8. MCCA MWR sponsored events (BayFest ticket sales, BayFest or other MCCA event parking directors, Commanding General's fitness series races, etc.).
9. Use of MCCA facilities/programs as fundraising opportunities (golf tournaments, bowling tournaments, boat outings, dances at MCCA clubs, etc.).

**Unauthorized Fundraising Activities aboard MCB Hawaii**

1. Resale of packaged or prepared food normally found at the commissary or other MCCA food service activities (pizza, burgers, hotdogs, plate lunches, Krispy Kreme, etc).
2. The resale of food items that replace or compete with food services provided at the food court or other retail outlets.
3. Lotteries.
4. Raffles of any kind.
5. Magazine sales.
6. Assignment of parking privileges/spaces.
7. Military personnel wearing civilian/aloha attire.
8. Special liberty passes or leave privileges.
9. Exemption from field days, physical fitness training or other types of duty.

**Fundraising Event Request Form**

Please provide the following information to the Base Inspector for your organization's proposed fundraising activity:

**Name of organization:** \_\_\_\_\_

**Fundraising chairperson:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_

**Type of fundraising activity:** \_\_\_\_\_

**Date/Time/Duration:** \_\_\_\_\_

**Alternate Date/Time/Duration:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Alternate place:** \_\_\_\_\_

**Purpose of fundraising activity:** \_\_\_\_\_

**The funds will be used for:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Other important information that may be helpful in determining approval for the fundraising activity:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Person responsible/supervising the fundraising activity:** \_\_\_\_\_

\_\_\_\_\_