



UNITED STATES MARINE CORPS
CAMPS FOSTER AND LESTER
MARINE CORPS INSTALLATIONS PACIFIC-MARINE CORPS BASE CAMP BUTLER
UNIT 35002
FPO AP 96373-5002

CampO 5340.1C
Camp
0 3 MAR 2015

CAMP ORDER 5340.1C

From: Camp Commander, Camps Foster and Lester, Marine Corps
Installations Pacific-Marine Corps Base Camp Butler

To: Distribution List

Subj: FUND RAISING ACTIVITIES

Ref: (a) MCIPACO 5760.1

1. Situation. To publish policies and procedures regarding authorization for fund raising and how they will be conducted aboard Camp Foster, Camp Lester and Plaza Housing Area.

2. Cancellation. CampO 5340.1B.

3. Mission. Reference (a) established a program that governs all fund raising activities among federal civilians and military personnel at their places of employment or work stations and provides specific guidelines for authorization of private organizations aboard Marine Corps Installations Pacific-Marine Corps Base Camp Butler.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Fund raising events such as the Combined Federal Campaign (CFC) and the Veterans of Foreign Wars (VFW) "Buddy Poppy" Fund Drive are approved as one-time annual activities. The CFC and the Navy and Marine Relief Society Fund Drive are directed to be held by higher headquarters. The Red Feather Campaign is sponsored locally by the U.S. Armed Forces on Okinawa and is designed to provide needed monies to local Okinawan charities. The "Buddy Poppy" Fund Drive is sponsored by the VFW to provide money for disabled veterans.

(2) Certain fund raising events will not be approved for on base family housing areas.

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distribution is unlimited.

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(a) Raffles, lotteries, or any gambling-type events where a prize is offered contingent upon sale of a ticket to a customer.

(b) Door-to-door solicitation in offices, barracks, or family housing areas.

(c) Fund raising events sponsored by non-command sponsored private organizations.

(3) Most normal fund raising events can be approved by the Camp Commander. Those events include bake sales and the "Buddy Poppy" fund drives.

(4) Some fund raising events may require legal interpretation by the Staff Judge Advocate and/or final decision by the Commander, Marine Corps Installations Pacific-Marine Corps Base Camp Butler:

(a) Fund raising events sponsored by command sponsored private organizations such as the Boy Scouts, Girl Scouts, Parent Teacher Association and preschools that desire to sponsor events other than those noted in paragraph 4.a.3 above.

(b) Fund raising events sponsored by a military or Department of Defense civilian to raise money for a specific individual or group of individuals, e.g. person undergoing needed operation or treatment, and Special Olympics.

(5) Private organizations will not be permitted to conduct fund raising activities on board Camp Foster, Camp Lester and Plaza Housing Area until they have been approved by Marine Corps Community Services.

(b) Coordinating Instructions

(1) Any person or organization desiring to conduct fund raising activities aboard Camp Foster, Camp Lester and Plaza Housing Area will submit a request to the Camp Commander, via the Camp Director, describing in detail the nature and scope of the proposed activity. The request will designate the specific location, time, and date where the proposed activity will be conducted. All fund raising events will be submitted for approval a minimum of 14 working days prior to the scheduled event.

(2) The Camp Commander will review all requests to conduct fund raising activities, approve or disapprove normal

requests, such as bake sales, fund drives, and inform applicant of his decision.

(3) The Camp Commander will not approve car wash fundraisers if untreated wastewater is released directly or indirectly into surface water or soil.

(4) The Camp Commander will forward all requests involving gambling, games of chance, raffles, lotteries, solicitation, local national community involvement, fund raisers for off-base charities, and commercial sponsorship to the Commanding General, Marine Corps Installations Pacific (Assistant Chief of Staff, MCCS) for coordination with the Staff Judge Advocate for legal recommendation and final decision of approval/disapproval.

5. Administration and Logistics

a. Fund raising activities will be conducted only in designated areas and at the times prescribed.

b. Aggressive sales techniques will not be used.

c. The entrance to the facilities where the fund raiser is being conducted will not be blocked.

d. Separate coordination is required with the Camp Foster, Athletic/Fitness Director when requesting the Foster Field House or athletic fields.

e. A letter of approval must be on hand while conducting the fund raiser.

f. Sound enhancing devices will not be used.

g. Organizational members will wear uniforms or other items of clothing identifying their organizations.

h. No flyers advertising the event will be distributed without approval.

i. All groups will have an adult leader or representative present during all solicitations.

j. Groups will be responsible for keeping their area clean during and after the event.

k. Electrical devices will not be used without the Camp Commander's permission.

l. Failure to comply with any of the above will result in the immediate termination of the fund raising event.

6. Command and Signal

a. Command. This order is applicable to all commands on Camp Foster, Camp Lester and Plaza Housing Area.

b. Signal. This order is effective as of the date signed.



T. A. PECINA

Distribution: List A