



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE NC 28542-0004

BO 1710.1B
SJA
OCT 17 2011

BASE ORDER 1710.1B

From: Commanding Officer
To: Distribution List

Subj: UNIT FUNDRAISING FOR MARINE CORPS AND NAVY BIRTHDAY BALLS

Ref: (a) DoD 5500.7-R, The Joint Ethics Regulation
(b) MCO 5760.4C
(c) MCO 7040.11A
(d) MCO P1700.27B
(e) MCO P5800.16A
(f) BO 5340.4C
(g) NAVMC 2664 REV 1.0

1. Situation. To lower the cost of Marine Corps and Navy Birthday Balls for their Marines and Sailors, some commanders desire to raise funds. References (a) through (g) provide strict rules and limitations on official support for fundraising activities and set forth guidelines for execution of fundraising efforts.

2. Cancellation. BO 1710.1A.

3. Mission

a. To provide guidance to commanders regarding the official support of fundraising activities for Marine Corps and Navy Birthday Balls.

b. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

4. Execution

a. Commanders are authorized to establish a unit Marine Corps Birthday Ball Fund. These unit funds will be operated and maintained per references (a) and (b) and expended per the guidelines set forth in reference (c).

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distribution is unlimited.

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b. To ensure adherence to the references, the following guidance for operating a unit Marine Corps or Navy Birthday Ball is provided.

(1) Commanders May:

(a) Raise funds as specified in reference (c).

(b) Use Operation and Maintenance (O&M) funds for the official ceremony per reference (g). Permissible use of O&M funds includes:

1. Security;
2. Official Transportation;
3. Photography of the official ceremony;
4. Printing of publications supporting only the official ceremony; and
5. Audio/Visual support of the official ceremony.

(c) Maintain fundraising income by one of the following two methods:

1. Establish a small, informal unit checking account pursuant to reference (b). Commanders may not generate more than \$350 per month net income nor exceed a balance of \$1000 in the account at any time. Commanders must ensure funds accountability and sound financial management. Commanders desiring a waiver to the monthly income or balance limitation must apply and provide justification to the officer exercising general courts-martial jurisdiction over the unit or organization concerned.

2. Deposit fundraising proceeds into the unit's Unit and Family Readiness Funds (U&FRF) account. Using this method places no limitation on the monthly income that may be accumulated or balance maintained in the account. The unit's U&FRF account is managed by MCCS on behalf of the unit. The fundraising proceeds are immediately available for the unit to use in accordance with reference (d). Pursuant to references (c) and (d), this is the preferred method of depositing, maintaining, and expending fundraising proceeds.

(d) Hold events such as unit field meets where pies are auctioned to unit members for a pie throwing contest or tickets are sold to unit members to participate in other similar events.

(2) Commanders May Not:

(a) Fundraise in an official capacity or coerce unit members to engage in fundraising activities. Participation in fundraising events must be strictly voluntary, and volunteers must be in a leave or liberty status.

(b) Fundraise by charging unit members a set price for avoidance of official duties (e.g., payments to avoid participating in field day activities or to avoid uniform requirements).

(c) Solicit businesses, organizations, or persons outside the unit for donations of funds or goods. Unsolicited donations may only be accepted as provided in Chapter 12 of reference (e).

(d) Conduct resale activities that replicate services offered by MCCS without prior approval from the Director, MCCS.

(e) Use Marine Corps Community Services (MCCS) activities without the prior approval of the Director, MCCS.

(f) Hold raffles or other gaming activities.

(g) Use O&M funds for the social events per reference (g).

5. Administration and Logistics

a. Commanders shall ensure that any fundraising for the Marine Corps or Navy Birthday Ball is conducted in accordance with this Order.

b. Commanders should seek advice from the Base Staff Judge Advocate prior to engaging in any fundraising activity that is not addressed in this Order. In addition, commanders must seek advice from the Base Staff Judge Advocate prior to engaging in any off-base fundraising activity or event.

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c. Questions regarding the appropriate expenditure of U&FRF for Birthday Balls should be directed to Counsel, MCCS, Eastern Area Counsel Office, Camp Lejeune at (910) 451-5033.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Base, Camp Lejeune and all tenant commands.

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


W. A. MEIER

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