



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 7010.18A
CHAP
AUG 26 2022

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
7010.18A

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR RELIGIOUS OFFERING FUND
(SHORT TITLE: SOP FOR ROF)

Ref: (a) SECNAVINST 7010.6B
(b) MCO 1730.6F W/CH ADMIN

Encl: (1) Religious Offering Fund Guidance
(2) Religious Offering Chapel Fund Receipt
(3) FY ROF Sub-Account Annual Spending Plan
(4) Disbursement Request Religious Offering Fund
(5) Table of Authorizations for ROF Disbursements
(6) Childcare Agreement Form
(7) Volunteer Agreement Form: DD Form 2793
(8) ROF Legal Review Checklist

Reports Required: I. Religious Ministry Team Data (Report Control
Symbol DN-1730-05), par 2h, encl (1)

1. Situation. This Order and the references provide local policy and procedural guidance for the Marine Corps Base Camp Lejeune's (MCB CAMLEJ) Religious Offering Fund (ROF). This Order applies to all personnel in direct support of the Command Religious Program (CRP) and the ROF.

2. Cancellation. MCIEAST-MCB CAMLEJO 7010.18.

3. Mission. Enclosure (1) provides authoritative guidance regarding the proper administrative procedures of the local CRP ROF. In fulfillment of reference (a) all personnel responsible for the administration and custody of the ROF shall read a copy of reference (a) and this Order on an annual basis.

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commanders Intent. This Order promulgates instructions for facilitating and administrating the CRP ROF.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

(2) Concept of Operations. The applicable Sub-Account Representatives and the Chapel pastors of the faith communities involved shall assist the Base Chaplain in the implementation of this Order.

b. Coordinating Instructions. Refer to enclosures (2) through (8) for additional guidance, requirements, and required reporting.

5. Administrative and Logistics. Not applicable.

6. Command and Signal

a. Command. This Order is applicable to all personnel aboard Marine Corps Base Camp Lejeune.

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



ANDREW M. NIEBEL

DISTRIBUTION: A/C (plus H&S Bn and WTBn)

Religious Offering Fund (ROF) Guidance

General Information (Mission and Organization)

1. Responsibilities

a. ROF Administrator/Alternate Administrator. The Command Chaplain shall serve as the Administrator and is appointed in writing by the Commanding General (CG). The Administrator will function as the CG's direct representative for all matters pertaining to the ROF. The Alternate Administrator shall also be appointed in writing by the CG and will carry out the responsibilities of the Administrator only when the Administrator is in a leave, temporary additional duty (TAD) or hospitalized status.

b. ROF Custodian/Alternate Custodian. The Custodian and their alternate are appointed in writing by the CG. The Custodian and alternate custodian must be members of the command and are tasked with managing the day to day operation of the ROF in accordance with reference (a). The Custodian and alternate shall not serve in a dual capacity within the ROF. The Alternate shall carry out the responsibilities of the Custodian only when the Custodian is in a leave, TAD or hospitalized status.

c. Sub-Account Representative. The Sub-Account Representative shall be the senior chaplain of that faith group and shall be appointed in writing by the Administrator. The Sub-Account Representative will be the primary advisor to the Administrator on that faith group's sub-account. Contract religious ministry professionals (CRMPs), as defined by reference (a), may serve as a Sub-Account Representative for the worshipping community they are contracted to serve. The CRMP's duties as the Sub-Account Representative must be specified in the CRMP's contract prior to appointment as a Sub-Account Representative. When a faith group does not have an assigned chaplain, the Administrator may appoint a Lay Leader as the Sub-Account Representative. The Administrator cannot serve as a Sub-Account Representative unless they are the only chaplain of that faith group in the command.

d. ROF Audit Board. MCB CAMLEJ ROF shall utilize a single audit board, such as the G-8, Resource Evaluation and Analysis (REA) Division to conduct audits of the ROF at scheduled intervals. Additionally, the Marine Corps Non-Appropriated Fund Audit Service (MCNAFAS) shall conduct audits of the ROFs at Marine Corps Commands in accordance with reference (a).

e. Support Clerk. MCB CAMLEJ Chaplain's Office employs a full-time civilian ROF Support Clerk. The ROF Support Clerk will provide day to day technical administration and book keeping services, provide advice to the ROF Administrator, manage ROF disbursements and purchases, and provide assistance to ROF Custodians, Sub-Account

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Representatives, and Religious Program Specialists (RPs) in the execution of the ROF. In addition, the ROF Support Clerk will work with assigned auditors in scheduling and executing regular audits of the ROF. The ROF Support Clerk will not have access to respective camp chapel safes or money bags; but will have access to the MCB CAMLEJ Religious Ministries Office safe that contains the stand-alone accounting computer, the check book and/or debit card. The ROF Support Clerk is not authorized to sign checks.

2. Policy. The ROF is a Non Appropriated Fund (NAF) established by and administered under the authority of the CG.

a. Reference (a) established the Department of the Navy policy authorizing the establishment of a ROF when faith groups, which are part of the CRP desire to make voluntary donations of benevolence as an expression of their worship and religious life.

b. Reference (a) sets forth policy and procedures for the collection, administration, and distribution of ROF funds. The MCB CAMLEJ ROF will provide for the collection, safeguarding, deposit, and disbursement of all funds collected as part of religious offerings of faith.

c. The Administrator shall approve disbursements authorized by the CG up to and including \$5,000.00. Disbursements that exceed the \$5,000.00 limit requires a letter of approval from the CG.

d. Designated Offerings. A designated offering is a special collection for a specific purpose. All funds collected during a designated offering are donated to the charity for which it is collected. Permission to collect a designated offering must be granted in writing by the CG prior to any funds being collected by the chapels.

e. Intent of Donors. The Administrator shall publish monthly in religious service bulletins a brief statement covering the scope and limitations of the ROF. This statement shall site reference (a) as the governing directive for receipt and distribution of funds. Compliance with this provision is sufficient cause to show the intent of donors.

f. Accounting. Per reference (a), the Administrator may impose additional requirements deemed necessary to ensure accurate accountability of ROF funds.

g. Reports. Reconciliation of the bank statements shall be performed weekly, monthly, and reviewed by the Administrator. Statements of operation and monthly reports shall be published and posted in a common area for donors to review.

h. Records. A hard copy of all ROF related documentation will be maintained at the local level for the current and three previous fiscal years. Maintaining only electronic files is not sufficient to meet this requirement.

3. Donations. These procedures shall be followed precisely with regard to management and administration of all religious offerings and in accordance with the regulations set forth in references (a) through (c).

a. All personnel associated with any ROF collections shall adhere to and comply with the references and utilize appropriate enclosures in the execution of assigned ROF duties and responsibilities.

b. Chaplains shall not participate in the counting of ROF collections. Duty RPs shall not function as ROF collection counters during the initial counting of the ROF collections. Two counters shall be chosen from the worship service in which the collections occurred, and they must be at least 18 years of age and unrelated. Enclosure (1) contains detailed information of ROF counting procedures. The Chapel Fund Receipt Voucher (CFRV), enclosure (2), shall be utilized to record the count.

c. In the absence of a designated RPs or designated duty person as authorized by reference (a), no collection shall occur.

d. The CFRV will not be discarded even when there is no ROF collection. In this case, the CFRV shall be appropriately annotated and signed by the duty RP and chaplain or contract priest. In the event of a worship service cancellation, the CFRV will be properly annotated and signed by the Chapel RPs and chaplain or contract Religious Ministry Professional on the next duty day. In the event of an extended period of time of more than 2 consecutive weeks of no ROF collection for all of MCB CAMLEJ Chapels, CFRVs will not be prepared and a memorandum or e-mail from the ROF Administrator will provide dates and reason for no collection.

e. Foreign Currency Exchange. Per reference (a), the ROF Administrator shall make every effort to discourage the use of foreign currency donations into the ROF since the financial institution which contains our ROF account does not process currency exchanges.

4. Disbursements. Per reference (a), Sub-account Representatives shall submit a projected annual disbursement plan to the ROF Administrator prior to the start of the fiscal year utilizing enclosure (3). Every attempt shall be made to solicit input from the faith group via a variety of modes of communication including but not limited to bulletins and verbal announcements in the service. Utilizing enclosure (4), the Sub-account Representative submits all disbursement requests to the ROF Administrator via ROF Custodian.

Unless there is vender's request due to their accounting system, all disbursement requests need to be processed on or prior to an event date. All disbursement requests shall be carefully scrutinized for conformity to the references and enclosure (5). Additional policies regarding disbursements include:

a. The following announcements should be periodically published in worship bulletins and/or posted in the chapels:

"The Religious Offering Fund (ROF) is a non-appropriated fund used for the projects of religious benevolence. Each faith group, active in the Command Religious Program (CRP), has a ROF sub-account as part of its expression of worship or religious life. The ROF is not used to maintain and/or fund the CRP. Worship participants are encouraged to recommend worthy charitable donations to their Sub-account Representative."

b. The ROF is a Non-appropriated fund used for projects of religious benevolence beyond the limits of the CRP, not as an alternative for funding the CRP.

c. Enclosure (4) shall be made in strict accordance with reference (a), closely adhering to parameters delineated by enclosure (5). The Command Chaplain is responsible for ensuring all Sub-account Representatives have a copy of references (a) and (b) and are familiar with them.

d. The examples listed in the Table of Authorizations are provided to assist commanders and ROF Administrators in making decisions regarding ROF disbursements. The list of examples is not exhaustive.

e. Disbursement Authorization Categories

(1) Category A: APF Funded Activities. Direct costs of Category A activities must be paid with APF.

(2) Category B: APF or ROF Funded Activities. Category B activities support the DON's execution of reference (a). They may use either APF or ROF funds for purchases or expenditures. This category does not alleviate the commander's responsibility to appropriately fund the CRP through APF.

(3) Category C: ROF Funded Activities. Category C activities are not supported with APF but rather by groups organized within the CRP that are authorized to operate sub-accounts within the ROF. These activities support the DON's execution of reference (a) and represent the religious expressions of CRP participants.

f. All the disbursement requests, exceeding \$2,000.00 shall have prior approval of the Command Chaplain, MCB CAMLEJ. These shall be submitted a minimum of 12 business days prior to the date the check is required in order to ensure adequate time for processing the ROF disbursements.

g. Submission of enclosure (4) for approval by the ROF Administrator shall be made in a timely fashion. Checks shall be prepared no more than ten business days after approval by the Administrator. All checks distributed for disbursement and associated receipts for payments or donations shall be recorded in the ROF Checks and Receipts Log book.

h. In accordance with reference (a), ROF is authorized for remuneration for babysitting services associated with CRP events or programs. The Childcare Agreement Form, enclosure (6), provides responsibilities and detailed information.

i. Per Internal Revenue Service (IRS) guidelines, remuneration such as babysitting services that exceed \$600.00 per calendar year to a single individual will require the completion of IRS form 1099-NEC.

j. Per reference (a), the transfer of funds between sub-accounts within the ROF and to the Chief of Chaplains Fund is authorized with the Commander's approval. In addition, transferring funds between a ROF and Army Chapel Tithes and Offering Fund (CTOF) or Air Force CTOF is authorized with the Commanding General's approval prior to the transfer of funds. This authorization to other service funds cannot be granted at "by direction" or delegated authority. Sub-account Representatives shall submit a disbursement request, enclosure (4), and written proposal request.

5. Charitable Disbursements. Per reference (a), the ROF may be used for donations to religious missions or organizations, non-government benevolent, charitable organizations, and relief projects of non-profit, tax exempt organizations.

a. The phrase "Non-governmental" refers to an organization that does not receive government funding. Thus, LINKS, CREDO, etc, are not eligible for ROF donations.

b. Per enclosure (5), the following charitable donations are not authorized from the ROF.

(1) Disbursements in violation of U.S. laws, applicable status of forces agreements, regulations, and this instruction.

(2) Employment of Federal Workers.

(3) Scholarships for individuals, loans of any kind, contributions to a person's memorial fund, endowments of any kind, individual retirement funds, and investments (except interest bearing checking accounts within the ROF).

(4) Monetary gifts to individuals or families, outside of those described in section 4 of this enclosure.

c. All disbursement requests, enclosure (4), for charitable disbursements shall include the name, address, and Tax Identification Number (TIN) or Employer Identification Number (EIN) of the organization. Sub-account Representative shall submit a verification or copy of TIN or EIN information. A non-U.S. entry organization does not possess a TIN or EIN. Therefore, a Mission Statement from the organization shall be submitted instead. The purpose of the TIN, EIN or Mission Statement is to ensure the organization is a tax-exempt charitable organization. All US entities that are eligible for ROF donations must possess an IRS letter recognizing their tax exempt status; the TIN or EIN is included in this IRS letter. Non-US entities that are eligible to receive ROF donations should have similar documentation of their charitable status, which may be included in a Mission Statement or Articles of Incorporation. Strict adherence to this policy will ensure that all ROF donations are disbursed according to reference (a).

d. Charitable donation may be disbursed by the ROF debit card to the charitable organization's official website. Sub-account Representative shall include the information when disbursement request, enclosure (4), is submitted.

6. Fellowship Disbursements. Per reference (a), fellowship disbursements shall be utilized for programs which are inclusive of as many constituents as possible but not for a small cadre of congregants. Expenditures may be made for food items and non-alcoholic beverages, decorations, paper and plastic ware and coffee-making items for fellowship and appreciation dinners. Charcoal may be purchased for faith group picnic fellowships. Volunteers who have a DD Form 2793, enclosure (7), prior to purchasing may be reimbursed for incidental fellowship expenditures.

7. Fund Balances. The ROF balance should be reduced to \$20,000.00 by July 1st of each year. Donations may be disbursed on a regular basis to ensure minimal sub-account balances are maintained. Sub-account Representatives are responsible for completing the documentation for ROF disbursements in a timely manner in order to ensure the end dollar amount does not exceed the recommended balance on said dates. For auditing purposes, achieving the balance of \$20,000.00 or less shall be based on ROF Disbursement Requests processed, not on the basis of ROF checks cashed.

8. Tax-Deductible Receipts. All individuals who make single donations to the ROF in the amount of \$250.00 or more will be issued a receipt for income tax filing purposes.

9. Quarterly Review. The ROF Administrator shall document a quarterly review of the ROF by sub-account. The ROF Custodian and ROF Accounting Technician shall assist the ROF Administrator in preparing said review.

10. Annual Legal Review. Per reference (a), an annual legal review will be conducted of ROF disbursements. Quarterly Audit Report by Resource Evaluation and Analysis Officer, Assistant Chief of Staff, G-8, shall be utilized in preparing for the inspection and enclosure (8) provides a checklist to guide the legal review.

11. Questions. All questions and concerns should initially be addressed to the ROF Custodian and ultimately addressed to the ROF Administrator.

Religious Offering Chapel Fund Receipt

1. Offering Description:

Checks Received:

Check Number	Amount	Check Number	Amount	Check Number	Amount
1243	\$20	NONE			
1005	\$300				
453	\$5				
103	\$12.53				

Undesignated Designated

Date: 08/19/2007 Time: 1100

Faith Group: Catholic

Location: SFX

Attendance: 306

2. Counted by:

Counter 1 Prints
 Printed Name

Counter 1 Signs
 Signature

Counter 2 Prints
 Printed Name

Counter 2 Signs
 Signature

3. Certified by:

Signature of Custodian Date

Printed Name of Witness

Signature of Witness Date

4. Deposited by:

Signature of Custodian Date

Subtotal \$337.53 Subtotal 0 Subtotal 0

Total Checks Received: \$ 337.53

Currency: Denomination x Number Received = Value Counted

\$100	x 0	= \$	
\$ 50	x 0	= \$	
\$ 20	x 5	= \$100	
\$ 10	x 6	= \$60	
\$ 5	x 4	= \$20	
\$ 1	x 183	= \$183	
\$ 1 coin	x 5	= \$5.00	
50 ¢ coin	x 0	= \$	
25 ¢	x 15	= \$ 3.75	

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10 ¢ x 60 = \$ 6.00

5 ¢ x 25 = \$ 1.25

1 ¢ x 99 = \$.99

CASH: \$ 363.00

COINS: \$ 16.99

CHECKS: \$ 337.53

Total: \$ 717.52

Printed Name of Escort

Signature of Escort Date

5. Reviewed by:

Administrator Signature Date

Comp: FY-19 ROF Sub-Account Spending Plan
 Sub-Account:

	Cat B	Cat C	Brief Description	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	FY Total
1																\$0.00
2																\$0.00
3																\$0.00
4																\$0.00
5																\$0.00
6																\$0.00
7																\$0.00
8																\$0.00
9																\$0.00
10																\$0.00
11																\$0.00
12																\$0.00
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21																\$0.00
22																\$0.00
23																\$0.00
24																\$0.00
25																\$0.00
26																\$0.00
27																\$0.00
28																\$0.00
29																\$0.00
Monthly Totals				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0.00

DISBURSEMENT REQUEST RELIGIOUS OFFERING FUND MCEAST-MCB CAMLEJ																																																																											
Reset Form																																																																											
DATE (DD MMM YYYY):	FAITH GROUP:	DR#:																																																																									
FROM:	TO:	VIA:	VIA:																																																																								
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Table of Authorizations for ROF Disbursements

DISBURSEMENT AUTHORIZATION CATEGORIES	APPROPRIATED FUNDS	RELIGIOUS OFFERING FUNDS
Category A. APF Funded Activities		
1. Purchase, rental, construction, and maintenance of permanent facilities and affixed structures such as windows, pews, doors, and pulpit furniture.	Y	N
2. Development, renovation, relocation, and restoration of permanent facilities and affixed structures covered in Category A1 above.	Y	N
3. Support of Overseas Navy Relation Programs (SECNAVINST 5720.44C CH-2), Humanitarian and Civic Assistance Programs, and similar programs.	Y	N
4. Funding for contract religious ministry professionals as defined by reference (a).	Y	N
5. Funding contracts for directors of religious education, religious support for youth ministry, and directors for music, musicians, and vocalists.	Y	N
6. Military and professional training or education, to include religious organization conferences, meetings, retreats, and similar training.	Y	N
7. TAD orders (food, lodging, transportation, and incidental expenses) for Active Duty and Reserve personnel who serve as guest speakers, performing artists, or chaplains.	Y	N
8. Improvements to CRP facilities and grounds, such as construction or installation of meditation gardens, religious statues, and murals.	Y	N
9. Purchase and maintenance of items required for worship and religious education, such as furnishings, ecclesiastical equipment, sacramental wine and juice, communion bread, supplies and food for the Seder or other sacred meals, sacred linens, banners, and candles.	Y	N
10. Purchase and maintenance of ecclesiastical garments, such as vestments, robes, prayer shawls, religious head coverings, or ecclesiastical garments required for the performance of professional religious ministry duties.	Y	N

11. Purchase and maintenance of essential musical instruments and supporting equipment associated with each instrument, for each worshipping community organized within the CRP. Associated equipment includes, but is not limited to, amplifiers, fixed and portable sound systems, microphones, mixing boards, and maintenance and warranty expenses for instruments and equipment.	Y	N
12. Purchase and maintenance of computer hardware, software, and supplies necessary to manage and execute the ROF.	Y	N
13. Cost of food, lodging, transportation, and fees for youth programs, youth or adult religious education retreats, and similar CRP community events as authorized and governed by 10 U.S.C. § 1789.	Y	N
Category B. APF or ROF Funded Activities	APPROPRIATED FUNDS	RELIGIOUS OFFERING FUNDS
1. Purchase of licenses for sacred music, sheet music, hymnals, songbooks, sacred texts, vacation bible school supplies, and religious education supplies and literature.	Y	Y
2. Reimbursement of personal minor expenses incurred by a CRP volunteer (reference (h)).	Y	Y
3. Purchase and maintenance of additional musical instruments and supporting equipment associated with each instrument, for each worshipping community organized within the CRP. Associated equipment includes, but is not limited to, amplifiers, fixed and portable sound systems, microphones, mixing boards, and maintenance and warranty expenses for instruments and equipment.	Y	Y
4. Purchase and maintenance of minor appliances, such as mini-refrigerators, mini-freezers, microwave ovens, toasters, and coffee makers.	Y	Y
5. The cost of food, lodging, transportation, and fees for guest civilian speakers and performing artists, approved in writing (not by direction) by the commander in support of the CRP.	Y	Y

<p>6. Purchase and maintenance of additional hardware, software, licenses, services, and subscriptions to support the integration of digital ministry in the CRP. Digital ministry includes, but is not limited to, live streaming and/or posting recordings of CRP content to the internet/social media, conducting virtual counseling sessions, and developing digital CRP content to be used in association with chapel services. Associated hardware, software, licenses, services, and subscriptions include, but are not limited to, digital video cameras, webcams, microphones, speakers, equipment stands, computers, projectors/screens, TVs, soundboards, WIFI routers/boosters, mass storage devices, network attached storage, live-streaming equipment and software, worship presentation software, video editing software, and a subscription to a service that provides downloadable video/infographic/design</p>	<p>Y</p>	<p>Y</p>
<p>7. Renting of temporary facilities for events such as volunteer appreciation dinners, vacation bible schools, youth retreats, and similar events.</p>	<p>Y</p>	<p>Y</p>
<p>Category C. ROF Funded Activities</p>	<p>APPROPRIATED FUNDS</p>	<p>RELIGIOUS OFFERING FUNDS</p>
<p>1. Monetary support of religious missions, religious organizations, and other faith-based initiatives.</p>	<p>N</p>	<p>Y</p>
<p>2. Monetary support of humanitarian assistance and disaster relief different from category A3.</p>	<p>N</p>	<p>Y</p>
<p>3. Monetary support of homeless shelters, food banks, shelters for victims of domestic violence, and other benevolent programs or projects.</p>	<p>N</p>	<p>Y</p>
<p>4. Monetary support of philanthropic and/or charitable activities.</p>	<p>N</p>	<p>Y</p>
<p>5. Purchase of supplies, decorations, food, non- alcoholic beverages, and other consumables to support CRP fellowship, community outreach, and CRP volunteer recognition events.</p>	<p>N</p>	<p>Y</p>
<p>6. Funding "Fee for Service" Agreement for directors of religious education, religious support for youth ministry, and directors for music, musicians, and vocalists.</p>	<p>N</p>	<p>Y</p>

7. Funding "Fee for Service" Agreement for musicians and/or vocalists for CRP High Holy Day events with Commander's approval.	N	Y
8. Individual gifts of appreciation for CRP volunteers, not to exceed \$100.00 in value, per person, per year. Note: Gifts of appreciation for military chaplains, RPs, chaplain assistants, federal employees, or CRP contract workers are not authorized.	N	Y
9. Monetary support as remuneration for babysitting services associated with CRP events or programs (not to exceed \$500.00 per an event).	N	Y
10. Support of faith group observances with floral arrangements, religious decorations, banners, or similar displays.	N	Y
11. Monetary support for CRP community activities to cover the cost of subsistence (i.e., transportation, food, lodging, child care, supplies, fees, and training materials) to persons other than those listed under 10 U.S.C. § 1789.	N	Y

CHILDCARE AGREEMENT FORM

Date: _____

Provider's Name: _____ Parent Name: _____

(If provider is a minor)

Contact number: _____

Camp: _____ Faith Group: _____

_____ 1. I agree to follow all rules and procedures of MCIEAST-MCB Camp Lejeune that apply to the childcare service I am offering. Childcare services are provided for Command Religious Program (CRP) events or programs.

_____ 2. I agree to immediately inform the Chaplain, RP or Congregation Leader if numbers of children per event or service exceed permitted levels per below chart.

Age groups and ratios

Age Group	Staff to Child Ratio
6 Weeks to 12 Months	1 staff to 4 children
13 to 24 months	1 staff to 5 children
25 to 36 months	1 staff to 7 children
3 to 5 years	1 staff to 12 children

_____ 3. Location: I agree to provide childcare only in designated room(s) at the chapel facility.

_____ 4. Expected: I) Supervising and interacting with children.
II) Ensuring children depart with parent(s) or authorized person.
III) Placing the room(s) back in proper order.
IV) Securing all windows and lights in the room(s).

_____ 5. Hours of operation: (for minors) NLT 2115 Sunday through Thursday; NLT 2315 Friday through Saturday and holidays, and any time school is not in session the following day.

_____ 6. Timesheet: Childcare hours must be submitted by provided timesheet.

_____ 7. Payment will be in US Dollars by check on a monthly basis unless by special circumstances. Amount of wages: \$15.00 per hour in 30 minute increments.

_____ 8. In case of injury or any problems, parent(s) and Religious Ministry Team (chaplain, RPs or chapel staff) will be immediately be notified.

Provider's Signature and Date

Parent's signature (if the provider is a minor)

Please provide to the chaplain of the faith group:

- Childcare Training and Pediatric First Aid/AED Certificate from American Red Cross at 645-3800
- Local Background Check (Background Records Check at PMO: 645-3885)

Volunteer Agreement Form: DD2793

VOLUNTEER AGREEMENT FOR			
<input type="checkbox"/> APPROPRIATED FUND ACTIVITIES		<input type="checkbox"/> NONAPPROPRIATED FUND INSTRUMENTALITIES	
PART I - GENERAL INFORMATION			
1. TYPED NAME OF VOLUNTEER (Last, First, Middle Initial)		2. YEAR OF BIRTH	
3. INSTALLATION (NAME OF CAMP)		4. ORGANIZATION/UNIT WHERE SERVICE OCCURS OFFICE OF THE BASE CHAPLAIN	
5. PROGRAM WHERE SERVICE OCCURS (INCLUDE NAME OF FAITH GROUP)		6. ANTICIPATED DAYS OF WEEK	7. ANTICIPATED HOURS
8. DESCRIPTION OF VOLUNTEER SERVICES			
PART II - VOLUNTEER IN APPROPRIATED FUND ACTIVITIES			
9. CERTIFICATION I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services, tort claims, the Privacy Act, criminal conflicts of interest, and defense of certain suits arising out of legal malpractice. I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services I will be providing.			
a. SIGNATURE OF VOLUNTEER N/A		b. DATE SIGNED (YYYYMMDD) N/A	
10.a. TYPED NAME OF ACCEPTING OFFICIAL (Last, First, Middle Initial) N/A	b. SIGNATURE N/A	c. DATE SIGNED (YYYYMMDD) N/A	
PART III - VOLUNTEER IN NONAPPROPRIATED FUND INSTRUMENTALITIES			
11. CERTIFICATION I expressly agree that my services are being provided as a volunteer and that I will not be an employee of the United States Government or any instrumentality thereof, except for certain purposes relating to compensation for injuries occurring during the performance of approved volunteer services and liability for tort claims as specified in 10 U.S.C. Section 1588(d)(2). I expressly agree that I am neither entitled to nor expect any present or future salary, wages, or other benefits for these voluntary services. I agree to be bound by the laws and regulations applicable to voluntary service providers, and agree to participate in any training required by the installation or unit in order for me to perform the voluntary services that I am offering. I agree to follow all rules and procedures of the installation or unit that apply to the voluntary services that I am offering.			
a. SIGNATURE OF VOLUNTEER		b. DATE SIGNED (YYYYMMDD)	
12.a. TYPED NAME OF ACCEPTING OFFICIAL (Last, First, Middle Initial)	b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)	
PART IV - TO BE COMPLETED AT END OF VOLUNTEER'S SERVICE BY VOLUNTEER SUPERVISOR			
13. AMOUNT OF VOLUNTEER TIME DONATED		14. SIGNATURE	15. TERMINATION DATE (YYYYMMDD)
a. YEARS (2,007 hours=1 year)	b. WEEKS	c. DAYS	d. HOURS
16.a. TYPED NAME OF SUPERVISOR (Last, First, Middle Initial)		b. SIGNATURE	c. DATE SIGNED (YYYYMMDD)

ROF Legal Review Checklist

Legal Review Materials for Inspection:

1. All materials associated with disbursements valued at less than \$5,000. A random sampling of at least 10%, up to 100%, of all such disbursements will be reviewed. Legal review shall ensure that an equitable number of disbursements for ROF Categories A, B, and C are reviewed.
2. All materials associated with ROF disbursements valued over \$5,000.
3. All designated offering documentation. To include the request, approval, and accounting of collections and disbursements.
4. Copies of receipts for individual donations to the ROF valued at \$250 or more.
5. Samples of church bulletins that include the Religious Offering Fund (ROF) notice required in paragraph 4(a) of enclosure (1) of this Order.
6. Reports of audits conducted of the ROF in the previous 12 months, including documentation of the date on which the reports were presented to the Commander.
7. Copies of training materials and /or a description of training provided to personnel responsible for the administration and custody of the ROF.
8. Copy of local commander's published guidance as required by paragraph 5h of reference (a).
9. Copies of ROF appointment letters, including the following:
 - Commander's letter appointing the senior chaplain assigned to the command as the ROF administrator.
 - Letter of appointment of the assistant ROF administrator.
 - Letter of appointment of the ROF custodian and assistant custodian.
 - Letter of appointment of the ROF sub-account representatives.
 - Letters of appointment of the ROF Audit Board Members.
 - Any temporary letters of appointment for any ROF positions.

Religious Offering Fund Disbursements Legal Review Checklist:

Religious Offering Fund Disbursements under \$5,000

- Received or distributed to/from individual or organization on the State Department Foreign Terror Organization list?
- Request serialized and originated from the Sub-Account Representative?
- Submitted by Sub-Account Rep to the ROF Administrator via ROF Custodian?
 - o Any denied decisions appealed?
- Approved request filed with a receipt?
- Checks prepared in black ink?
- Purpose of the disbursement in Category B or C?
- Recorded in ROF Checks and Receipts Log Book?

If over \$5,000

- Prior approval from MCIEAST Chief of Staff?
- Submitted at least 10 business days out.