

## INFORMATION PAPER

Subj: MARINE CORPS BIRTHDAY BALL FUNDRAISING GUIDANCE 2003

Ref: (a) MCO 5100.31, Marine Corps Ball Funding, (also MARADMIN 430/99)  
(b) MCO P1700.27A, MCCS Policy Manual  
(c) DoD 5500.7R, Joint Ethics Regulation  
(d) MCO 5760.4B, Private Organizations on DoD Installations  
(e) MCO P5800.16A, LEGADMINMAN

1. The following outlines guidance for funding birthday ball activities. Review the references prior to planning any unit function.

- Birthday balls have official and unofficial "tiers," as set forth in reference (a), with different funding sources. The order allows:
  - Limited use of appropriated funds for official portion
    - Transportation, printing, publication, and official ceremonial photos covered.
    - Guest of honor and cake expenses must **not** be paid from appropriated funds (Refer to latest MARADMIN on general officer appearance and travel, e.g., MARADMIN 380/03.)
  - Two funding options for unofficial portion:
    - Nonappropriated funds (NAF)
      - NAF fundraising must have MCCS oversight.
      - Units may raise funds for MCCS, including NAF funded portion of balls [Para. 1405, ref (b)].
      - Raffles.
        - Gambling by DoD employees generally prohibited. [Sections 2-302, 3-210, and 3-211, ref (c)].
        - MCCS may conduct limited raffles with promotions, ticket sales, and awarding of prizes conducted entirely on base [Para. 2105g(3), ref (b)].
    - Informal small unit fund established under reference (d) and applicable local orders.

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- Income limits and other restrictions to comply with references (c) and (d).
- Commanders must ensure funds accountability and sound management.
- Resale and similar activities competing with MCCS require approval [Para. 2001(3), ref (b)].

➤ Fundraising (either for informal unit fund or via MCCS)

- Never conducted in official capacity.
- Participation must be voluntary.
- Only minimal, non-interfering use of Government resources.
  - Includes official time - volunteers must be on leave or liberty status.
  - May not raise money by charging for avoidance of official duties (field days, uniform requirements, etc.).
- General rule is that fundraising should be "by Marines, from Marines, for Marines."
  - Principal exception is off-base car washes, bake sales, and similar activities directed at members of the general public.
  - Only MCCS may solicit or accept "corporate sponsorship" as a form of fundraising.

➤ Gifts and donations

- Cannot solicit except among unit members.
- Unsolicited donations only accepted as provided in chapter 12 of reference (e).

2. This memorandum only provides broad guidance and references to basic resources governing funding birthday balls. Always consult with local legal advisor (Staff Judge Advocate or Counsel) when undertaking any fundraising activity.

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