

Organization Information

Date of Application

Organization Name:

Organization Address:

Organization Website:

Point of Contact Name:

Point of contact phone number:

Point of contact email:

Is the organization a military unit aboard MCINCR-MCBQ?

Does the military unit have a waiver to establish a committee for the purpose of fundraising?

If no, the unit command must send an official letter requesting a waiver to establish the committee for fundraising to MCINCR-MCBQ_NFE@usmc.mil.

Is the organization already an approved NFE aboard MCINCR-MCBQ?

If no, the organization must request to establish aboard MCINCR-MCBQ

Does the organization have a MCINCR-MCBQ fundraising waiver that is less than one year old?

If no, the unit command must send an official letter requesting a waiver to re-establish the committee for fundraising to MCINCR-MCBQ_NFE@usmc.mil.

Fundraiser Information

Event Name:

Event Location:

If the event will be at more than one specific location, send a map outlining locations to MCINCR-MCBQ_NFE@usmc.mil.

Event Start Date:

Event End Date:

Daily Start Time:

Daily End Time:

Briefly describe your event:

Is this event being held to raise funds for your organization?

If yes, please provide details:

Is this event being held to raise funds for another organization?

If yes, please provide details.

Will the event be open to individuals outside of your organization?

If yes, please provide details.

How many participants do you expect?

Is there a cost associated with participating in the event?

If yes, please provide details:

Will all participants pay their own costs for attending the event?

If yes, please provide details

List any other base activities, facilities or services that will be participating in the event:

List any VIPs (General/Flag Officers/SES, elected officials, and celebrities) attending the event:

Car Wash Event: *Note: You must contact MFCU and the NREA directly to confirm availability via e-mail at afdavis@marinefederal.org and the NREA at johnmark.sullivan@usmc.mil prior to filling out this form.*

Commissary Bagging Event: *Note: You must contact the Commissary directly to confirm availability via e-mail at Tlonda.Lawson@deca.mil and Jessica.Torres@deca.mil prior to completing this form.*

Acknowledgements (All are required)

I agree that an up-to-date fundraising waiver must be on file with MCINCR-MCBQ before this request will be approved.

I agree that: Marine Corps requirements take precedence over fundraising events and could necessitate cancellation of your event. You will be notified if this occurs.

I agree that: Any appearance of endorsement by Department of Defense or the United States Marine Corps should be avoided. While participating in any fundraising event, service members are prohibited from wearing their uniform. Additionally, Service Members conducting fundraising events should not use their rank or position to promote or advertise the event and are prohibited from soliciting participation from their subordinates.

I agree that: All fundraising events must be approved before any fundraising activities may be marketed. All marketing materials must prominently display the following disclaimer on all print and electronic media when advertising a fundraising event

“THIS FUNDRAISING EVENT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.” *(This disclaimer must also be provided in appropriate oral communications and public announcements).*

I agree that: If fundraising in support of a USMC function, all monies earned should be deposited in the respective unit's Non-Appropriated Fund account with Marine Corps Community Services (MCCS). Contact mccsquanticofinance@usmc-mccs.org to identify necessary procedures to deposit proceeds.

I agree that: All non-affiliated personnel and those that utilize Driver licenses to access MCB Quantico, to include employees of the base, will be directed to report to the visitor control center located at 27000 Telegraph rd. Stafford, Va. Bldg.# 27175T. Visit <https://www.quantico.marines.mil/Base-Access/> for more information on base access policies and procedures.