



CGBASEKODIAKINST 1710.8

COAST GUARD BASE KODIAK INSTRUCTION 1710.8

Subj: BASE KODIAK FUNDRAISING

Ref: (a) Coast Guard Morale, Wellbeing, and Recreation, COMDTINST 1710.13 (series)
(b) Standards of Ethical Conduct, COMDTINST M5370.8 (series)

1. PURPOSE. To establish policies for fundraising operations on Base Kodiak.
2. ACTION. All Unit Commanding Officers/Officers in Charge in the Kodiak area shall ensure their personnel are aware of and comply with the contents of this instruction.
3. DIRECTIVE AFFECTED. None
4. DISCUSSION. All requests to conduct fundraising operations, on Base Kodiak or any CG owned property in Kodiak, shall be approved, in writing, by the Commanding Officer of Base Kodiak, or their delegate. Fundraising is defined as any activity where money is exchanged to support a charitable or nonprofit organization. Examples of this may include tickets to attend or take part in an event, or to purchase any items. Ticket sales for annual holiday parties are exempt from this requirement.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally binding requirements on any party outside the Coast Guard.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.
7. DISTRIBUTION. No paper distribution will be made of this unit Instruction. Unit Instructions are stored locally on BASE Kodiak's SharePoint: [Base Kodiak - Unit Instructions - All Documents \(sharepoint-mil.us\)](#)
8. POLICIES. All fundraising operations on Base Kodiak, or CG owned property in Kodiak, shall comply with the gambling regulations set forth in reference (a), section 2.I. Specific local policies and procedures include:
 - a. All fundraising requests shall be submitted using the Fundraiser Request Form,

enclosure (1).

- b. Members who participate in fundraising activities:
 - i. Personnel may not solicit funds or other support from a subordinate in an official capacity.
 - ii. Personnel may not use their official title, position, or any authority associated with their position to further fundraising efforts.
 - iii. Personnel may not fundraise while on duty or in uniform.
 - iv. Personnel may not endorse the sponsoring organization, the benefiting non-profit organization, or any other activities of either organization.
- c. Competition with MWR Operations:
 - i. Fundraising activities which compete with MWR food operations, or will be conducted in MWR facilities, shall be routed through the MWR Director, or their delegate, before command approval.
 - ii. Fundraising activities taking place in an MWR facility require coordination and approval from the facility manager.
- d. The designated locations for fundraising activities include; Entryways of the Commissary and Exchange buildings, the softball field parking lot, and Jewel Beach Gazebo.
 - i. Permission must be obtained from the Commissary and Exchange managers prior to setting up in those facilities.
 - ii. Food sales are not authorized at Jewel Beach Gazebo without approval from the MWR Director, due to their direct competition with Tsunami Lanes Café sales.
 - iii. Requests to fundraise in any other location will generally not be approved. In exceptional cases alternative locations must be approved by the Base Commanding Officer.

9. FORMS/REPORTS. None

10. REQUEST FOR CHANGES. All recommended changes shall be submitted to the MWR Director.

J. M. Hall
Captain, U.S. Coast Guard Commanding
Officer, Coast Guard Base Kodiak

FUNDRAISER REQUEST FORM

NAME OF REQUESTER: _____ **Phone #** _____ **Date:** _____

NOTICE: I (we) agree to hold harmless the Coast Guard, the Coast Guard MWR Program, its agents and employees from any and all claims and causes of action that arise or may arise from my (our) use of the Coast Guard MWR facilities or CG Base Kodiak spaces. I request authorization to hold a fundraising event on Base Kodiak. If approved, I further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, and liability, however caused, arising out of, or in any way connected with this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the United States or member of the United States Coast Guard. I understand should an incident occur, the individual or individual members of the requesting organization – rather than the Coast Guard – would be liable.

ORGANIZATION REPRESENTED: _____

TIME(s) and DATE(s) OF THIS FUNDRAISER: _____

DATE(s) OF LAST FUNDRAISER: _____

SIGNATURE OF REQUESTER: _____

DETAILS OF YOUR EVENT (Example – **WHAT:** Wish to hold a bake sale, car wash, etc.; **WHERE:** Base Softball Field, Common area in Admin and Commissary Buildings.; **PURPOSE:** Funds will be used to offset the cost of a unit party). Please be as detailed and comprehensive as possible, attaching additional sheets if necessary.)

WHAT: _____

WHERE: _____

PURPOSE: _____

COORDINATION:

Once submitted the approval process may take up to fourteen (14) days. Please plan accordingly.

IF EVENT COMPETES WITH MWR OPERATIONS:

MWR Facility Manager: ☐ Approve ☐ Deny

SIGNATURE: _____ DATE: _____

MWR DIRECTOR: ☐ Approve ☐ Deny

SIGNATURE: _____ DATE: _____

Remarks: _____

IF EVENT IS AT THE EXCHANGE OR COMMISSARY:

CGX Manager: ☐ Approve ☐ Deny

SIGNATURE: _____ DATE: _____

Commissary Manager: ☐ Approve ☐ Deny

SIGNATURE: _____ DATE: _____

Remarks: _____

FINAL APPROVAL: Your request to conduct a fundraiser at the times and dates indicated above is:

☐ Approved ☐ Denied

Remarks/Limitations:

Commanding Officer, Base Kodiak