

Marine Toys for Tots Program



Standard Operating Procedures (SOP) for Local Toys for Tots Campaigns

2026



1 August 2026

Dear 2026 Toys for Tots Campaign Coordinators,

As we begin preparations for the 2026 campaign, I want to take a moment to highlight the release of the updated Standard Operating Procedures (SOP) for Local Toys for Tots Campaigns.

This year's SOP has been intentionally revised with a focus on clarity, usability, and operational alignment. The goal was not simply to reduce content, but to ensure that every section provides clear guidance, reinforces accountability, and reflects how we actually execute the program across more than 870 campaigns nationwide.

Several key improvements were made:

- **Streamlined Structure:** Sections have been reorganized and refined to eliminate redundancy while preserving essential policy and guidance. This makes the SOP easier to navigate and more practical for day-to-day use.
- **Stronger Financial Controls:** We reinforced expectations related to fund handling, Purchase Card usage, and prohibited payment methods to ensure full transparency and audit compliance.
- **Enhanced Supplemental Toy Guidance:** The Supplemental Toy Program has been clarified to better explain how decisions are made, including the role of AAR performance, inventory levels, and available campaign funds. This ensures a more consistent and equitable allocation of Foundation resources.
- **Improved Inventory Accountability:** Additional emphasis has been placed on carryover inventory reporting, annual verification, accountability of distributed inventory, and handling procedures for high-value donated items to better support audit readiness and public trust.
- **Clarified Roles and Responsibilities:** Updates throughout the SOP reinforce the responsibilities of Coordinators, the importance of operating within assigned Areas of Responsibility, and the need for disciplined program execution.
- **Native American Program (NAP) Clarification:** The NAP section has been refined to clearly outline the Coordinator's role in identifying requirements and the Foundation's role in adjudication and fulfillment.
- **Toys for Tots Literacy Program:** A new section has been added to clearly outline the structure of the Literacy Program, including the Coordinator's role in identifying eligible schools and organizations and the Foundation's role in adjudication and fulfillment. This reinforces the Foundation's year-round commitment to supporting children beyond the Christmas season.
- **Other Than Christmas (OTC) Activities:** A new section has been added to establish policy and oversight guidance for approved year-round Toys for Tots activities conducted outside the traditional Christmas campaign season. This section reinforces accountability

requirements, approval procedures, and the Foundation's commitment to ensuring all OTC efforts remain aligned with the mission and integrity of the Program.

- **Brand and Compliance Protection:** We strengthened guidance on use of the Toys for Tots name and logo, public communications, and compliance expectations to protect the integrity of the Program.

At its core, this SOP reinforces a simple but critical principle: we are stewards of donor trust. Every policy, procedure, and control exists to ensure that the resources entrusted to us are used responsibly and that we deliver on our mission with consistency and integrity.

I ask that all Coordinators take the time to review the SOP in full and ensure they understand the updates prior to the start of the campaign season. As always, Regional Campaign Managers and the Operations team are available to assist with any questions.

Thank you for your continued commitment to the Toys for Tots Program and for everything you do to make each campaign a success.

Semper Fidelis,

A handwritten signature in dark ink, appearing to read "David Cooper", with a horizontal line underneath.

David Cooper
Chief Operating Officer

STANDARD OPERATING PROCEDURES FOR LOCAL TOYS FOR TOTS CAMPAIGNS

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Q	Blank Certificate of Liability Insurance (COI)
R	Photo Release Authorization (for adults and for children)

GLOSSARY OF ABBREVIATIONS & ACRONYMS	
<u>ACRONYM</u>	<u>DEFINITION</u>
AOR	Area of Responsibility
CEO	Chief Executive Officer
CFC	Combined Federal Campaign
CMC	Commandant of the Marine Corps
CO	Commanding Officer
COI	Certificate of Liability Insurance or Conflict of Interest
CMFR	Commander, Marine Forces Reserve
ForO	Force Order
GIK	Gift in Kind
HQMC	Headquarters Marine Corps
HTC	Home Training Center
I&I	Inspector – Instructor
IRS	Internal Revenue Service
LCO	Local Community Organization
LOI	Letter of Instruction
MFR	Marine Forces Reserve
MCCUU	Marine Corps Combat Utility Uniform
MCL	Marine Corps League
MCO	Marine Corps Order
MFR	Marine Forces Reserve
MOU	Memorandum of Understanding
MTFTF	Marine Toys for Tots Foundation
NIST	National Institute of Standards and Technology
NLT	not later than
OSD	Office of the Secretary of Defense
OSW	Office of the Secretary of War
OMCR	Office of Marine Corps Reserve
PAO	Public Affairs Office(r)
PI&E	Public Information and Education
PII	Personal Identifiable Information
SOP	Standard Operating Procedure
TFT	Toys for Tots
USMC	United States Marine Corps
VP	Vice President

SECTION I --- PURPOSE

1.1 Purpose of the Standard Operating Procedures (SOP)

a. The purpose of this Standard Operating Procedures (SOP) document is to provide Toys for Tots Coordinators with a clear, authoritative reference for planning, managing, and executing local Toys for Tots (TFT) campaigns. This SOP establishes standardized policies, procedures, and expectations to ensure consistent, professional, and compliant campaign operations nationwide.

b. A working knowledge of this SOP is essential. Coordinators are expected to understand and adhere to its provisions to successfully execute their responsibilities and safeguard the integrity of the Marine Toys for Tots Program.

c. This SOP should be used in conjunction with supplemental guidance issued by the Marine Toys for Tots Foundation (MTFTF), including memorandums and the Marketing & Development materials available in the Secure Section of the Coordinator website.

1.2 Coordinator Objective

a. The objective of every Toys for Tots Coordinator is to conduct a successful Christmas toy collection and distribution campaign within their assigned community that reflects credit upon the United States Marine Corps and the Marine Toys for Tots Program.

b. Executing a local campaign requires disciplined planning, coordination, and accountability. This SOP is designed to support Coordinators by outlining required procedures, defining responsibilities, and establishing operational boundaries necessary to conduct an effective and compliant campaign.

1.3 Program Direction and Oversight

a. The Commander, Marine Forces Reserve (CMFR), is tasked by the Commandant of the Marine Corps (CMC) to direct and manage the U.S. Marine Corps Reserve Toys for Tots Program (hereafter referred to as “the Program”).

b. The Office of Marine Corps Reserve (OMCR), Headquarters Marine Corps (HQMC), exercises staff responsibility for the day-to-day oversight and coordination of the Program in accordance with governing Marine Corps directives.

1.4 Program Support

a. The Marine Toys for Tots Foundation (MTFTF) is an IRS-recognized 501(c)(3) nonprofit public charity and serves as the fundraising, funding, and support organization for the U.S. Marine Corps Reserve Toys for Tots Program.

b. Established at the request of the United States Marine Corps, the Foundation provides support in accordance with Force Order (ForO) 5000-24.2, *Policy for the Conduct of the Annual Marine Corps Reserve TFT Program*. MTFTF raises and manages funds to support authorized Marine Corps Reserve units and approved Local Community Organizations (LCOs) conducting Toys for Tots campaigns.

c. The Chief Operating Officer, MTFTE, serves as the principal liaison between the Foundation, OMCR, Marine Corps Reserve Unit Coordinators, and authorized LCO Coordinators.

d. Because this SOP is publicly accessible, individual Foundation staff email addresses are not published. Current contact information for Foundation staff is available in the Secure Section of the Coordinator website or by contacting the Foundation by telephone.

<u>Foundation</u>	<u>MTFTE Position</u>	<u>Name</u>	<u>Phone Number</u>
Executive Staff	President & CEO	Jim Laster, Lieutenant General, USMC (Ret)	703-640-9433
	Executive Assistant	Sara Mills	703-649-2029
	Director, Information Technology	Matthew McDonald	703-649-2039
	IT Specialist	Steven Boone	703-649-2047
	Director of Finance & Accounting	Melanie Turner	703-649-2027
	Deputy Director of Finance & Accounting	Richele Pensabene	571-477-2085
	Donor Relations & Processing Administrator	Christin Jones	571-477-2099
	Administrative Assistant	Tori Edwards	571-477-2099
Marketing & Development	Chief Revenue Officer (CRO)	Ted Silvester, Colonel, USMC (Ret)	703-649-2021
	Vice President, Communications	Kelley Hardison	703-649-2034
	Vice President, Business Development	Gunnar Spafford	703-649-2038
	Communications Manager	MaryKate Cobb	703-649-2040
	Director of Communications	Kendra Mungra	703-649-2045
	Social Media Manager & Content Creator	Sommer Porter	703-649-2036
	Digital Content Creator	Breyonna Horsley	703-649-2058
	Gift-in-Kind Product & Project Manager	Jo Ann Roxburgh	703-649-2028
Operations	Chief Operating Officer (COO)	David Cooper, LtCol, USMC (Ret)	703-649-2022
	Vice President, Operations	Mike Stuckey, GySgt, USMC (Ret)	703-649-2041
	Deputy Director of Operations Accounting	Valerie Anderson	703-649-2024
	Regional Campaign Manager, Region 1	Karen Torrence	703-649-2026
	Regional Campaign Manager, Region 2	Jennifer Campeau	703-649-2035
	Regional Campaign Manager, Region 3	Brianna Roberts	703-649-2033
	Regional Campaign Manager, Region 4	Tatiana Dingle	703-649-2037

<u>Foundation</u>	<u>MTFTE Position</u>	<u>Name</u>	<u>Phone Number</u>
	Senior Regional Campaign Manager, Region 5	Tammy Weatherholtz	703-649-2026
	Regional Campaign Manager, Region 6	Katherine Barnes	703-649-2031
	Regional Campaign Manager, Region 7	Angie Gill	703-649-2046
	Warehouse and Logistics Coordinator	Tim Allen	703-649-2030

1.5 SOP Improvement

- a. This SOP is intended to be a practical, user-focused guide for local campaign operations. Coordinators are encouraged to submit recommendations for improvement based on operational experience and lessons learned.
- b. Suggestions should be submitted to the Marine Toys for Tots Foundation Chief Operating Officer or Vice President, Operations, for consideration during future revisions.

SECTION II --- PROGRAM ORGANIZATIONS AND RESPONSIBILITIES

2.1 Headquarters, U.S. Marine Corps (HQMC)

a. The U.S. Marine Corps Reserve Toys for Tots Program became an official activity of the United States Marine Corps on 6 September 1995, with approval from the Office of the Secretary of Defense (OSD) – now Office of the Secretary of War (OSW).

b. The Commandant of the Marine Corps (CMC) directs the Commander, Marine Forces Reserve (CMFR), to conduct the annual Marine Corps Reserve Toys for Tots Program as part of the Marine Corps' Community Outreach mission. HQMC provides overarching program guidance through Marine Corps Order (MCO) 5726.14, *U.S. Marine Corps Reserve Toys for Tots Program*.

2.2 Marine Forces Reserve (MFR)

a. Marine Forces Reserve exercises overall cognizance of the Marine Corps Reserve Toys for Tots Program.

b. MFR publishes and maintains Force Order (ForO) 5000-24.2, *Policy for the Conduct of the Annual Marine Corps Reserve Toys for Tots Program*, which provides operational direction and requirements governing program execution.

2.3 Marine Toys for Tots Foundation (MTFTF)

a. The Marine Toys for Tots Foundation (MTFTF) serves as the sole authorized fundraising and support organization for the Marine Corps Reserve Toys for Tots Program. The Foundation conducts two primary categories of activity: Program Services and Support Services.

b. Program Services

- 1) **Toy Collection and Distribution Support.** MTFTF supports local campaigns by acquiring and distributing toys through a combination of locally collected donations, Foundation-purchased toys, and corporate Gift-in-Kind (GIK) donations. The Foundation provides logistical and operational assistance to enable Coordinators to conduct effective toy collection and distribution campaigns.
- 2) **Support to Local Coordinators.** The Foundation provides financial management, administrative oversight, promotional materials, and operational guidance to authorized Coordinators. This includes maintaining and publishing the annual SOP and supporting more than 800 local campaigns nationwide.
- 3) **Public Information and Education (PI&E).** MTFTF conducts nationwide public education efforts to increase awareness of the Toys for Tots Program, promote public trust, and encourage participation and support. These efforts include media outreach, public service announcements, digital communications, and special events.

c. Support Services

- 1) **Management and Compliance.** MTFTF conducts all business, administrative, and compliance functions necessary to ensure the Foundation and Program operate in

accordance with IRS regulations, federal and state laws, and recognized charitable standards.

- 2) **Fundraising.** The Foundation conducts national fundraising initiatives, including corporate partnerships, direct mail campaigns, special events, workplace giving programs, and online donations.

d. **Foundation Responsibilities**

- 1) Specifically, MTFTF:
 - a) Authorizes organizations, in addition to Marine Corps Reserve units, to conduct local community Toys for Tots campaigns.
 - b) Provides supplemental toys to eligible local campaigns.
 - c) Develops and administers After-Action Report (AAR) requirements.
 - d) Provides administrative, advisory, financial, logistical, and promotional support to authorized campaigns.
 - e) Receives, manages, and accounts for all funds donated or raised using the Toys for Tots name or logo.
 - f) Provides promotional and campaign support materials.
 - g) Manages state charitable registrations and files all required IRS documentation.
 - h) Serves as the tax-deductible agent for the Program.
 - i) Coordinates national and regional fundraising and corporate partnerships.
 - j) Protects and enforces trademark and intellectual property rights associated with the Toys for Tots name and logo.
 - k) Selects and recognizes National & Regional Campaigns and Coordinators of the Year.

2.4 **Marine Corps Reserve Units**

- a. Exercise Marine Corps Reserve units exercise cognizance over local Toys for Tots campaigns conducted within their assigned communities.
- b. Commanding Officers (COs) and Inspectors–Instructors (I-Is) are responsible for assigning a qualified service member as the local Toys for Tots Coordinator. Assigned Coordinators must possess, or initiate the process to obtain, a SECRET security clearance to satisfy background investigation requirements.
- c. Reserve units are responsible for:
 - 1) Supporting and overseeing local campaign execution.
 - 2) Ensuring completion of required Coordinator documentation, including the Acknowledgement of Responsibilities (Appendix A).
 - 3) Establishing continuity plans to ensure campaign execution during mobilization, in accordance with approved guidance.
 - 4) Facilitating local media engagement, toy collection, storage, and distribution efforts.
 - 5) Ensuring timely submission of After-Action Reports and required financial documentation 15 January each year.

2.5 **Local Community Organizations (LCO's)**

a. Local Community Organizations (LCOs) may be authorized by the Marine Toys for Tots Foundation to conduct local Toys for Tots campaigns in communities not directly supported by a Marine Corps Reserve unit.

b. Authorized LCOs must:

- 1) Apply annually for approval through the Foundation.
- 2) Comply with all applicable Marine Corps directives, Foundation memorandums, and this SOP.
- 3) Successfully complete required background investigations.
- 4) Perform all duties and responsibilities assigned to local Coordinators, as outlined in this SOP.
- 5) Organizations or individuals are not authorized to conduct Toys for Tots campaigns or use the Toys for Tots name or logo without prior written approval from MTFTF each year.

2.6 The Marine Corps League (MCL)

a. The Marine Corps League (MCL) provides support to the Toys for Tots Program through coordination with Marine Forces Reserve and the Marine Toys for Tots Foundation.

b. MCL Detachments serve as a force multiplier at the local level and may support authorized campaigns upon approval by the Foundation. MCL Detachments are considered a category of Local Community Organization and must comply with all applicable requirements outlined in this SOP.

c. MCL Detachments are not authorized to conduct independent Toys for Tots campaigns without explicit Foundation approval.

SECTION III --- DIRECTIVES FOR THE MARINE CORPS RESERVE TOYS FOR TOTS PROGRAM

3.1 Governing Documents

a. The U.S. Marine Corps Reserve Toys for Tots Program is governed by a series of Marine Corps directives, agreements, and Foundation-issued guidance. These documents collectively establish the authority, policies, and procedures under which local Toys for Tots campaigns are conducted.

b. Coordinators are required to be familiar with the directives listed in this section and to conduct all campaign activities in compliance with their provisions.

3.2 MCO 5726.14F – U.S. Marine Corps Reserve Toys for Tots Program

a. This Marine Corps Order (MCO) 5726.14F provides overarching policy guidance for the Marine Corps Reserve Toys for Tots Program.

b. This Order defines the Program as an official Marine Corps activity, establishes command relationships, and outlines the responsibilities of Marine Corps organizations involved in program execution. Coordinators should review this Order prior to the start of each annual campaign.

3.3 ForO 5000-24.2 – Policy for the Conduct of the Annual Marine Corps Reserve Toys for Tots Program

a. The Force Order (ForO) 5000-24.2 provides detailed operational guidance for the conduct of the annual Toys for Tots campaign.

b. This Order supplements MCO 5726.14F by establishing specific policies, procedures, and requirements applicable to Marine Corps Reserve units and authorized Local Community Organizations. Compliance with this Order is mandatory.

3.4 Standard Operating Procedures (SOP) for Local Toys for Tots Campaigns

a. This Standard Operating Procedures (SOP) document is published annually by the Marine Toys for Tots Foundation and serves as the primary operational reference for local Toys for Tots campaigns.

b. The SOP consolidates applicable policies, procedures, and operational guidance necessary for Coordinators to plan, execute, and close out local campaigns in a consistent, compliant manner. Where conflicts arise, Marine Corps Orders and Force Orders take precedence.

3.5 Foundation Memorandums

a. In addition to this SOP, the Marine Toys for Tots Foundation issues memorandums to provide policy clarification, procedural updates, and operational guidance that require sustained visibility beyond routine email communication.

b. Foundation memorandums are directive in nature and are considered an extension of this SOP. Coordinators are responsible for reviewing and complying with all applicable memorandums issued for the current campaign year.

c. All current Foundation memorandums are maintained in the Secure Section of the Coordinator website.

SECTION IV --- MARINE TOYS FOR TOTS FOUNDATION (MTFTF) **PROGRAMS AND SUPPORT**

4.1 Marine Corps Reserve Toys for Tots Mission and Goal

a. The mission of the Marine Corps Reserve Toys for Tots Program is to unite communities in bringing hope, joy, and comfort to economically disadvantaged children by collecting and distributing new toys and resources at Christmastime and beyond – reinforcing the belief that every child deserves moments of happiness and a brighter future.

b. The primary goal of the Marine Corps Reserve Toys for Tots Program is to deliver a message of hope to children in need through the simple yet powerful gift of a new toy, book, or game. When communities unite in this mission, they help restore confidence and self-esteem, inspiring youth to grow into responsible, productive, and patriotic citizens.

c. The Marine Corps Reserve Toys for Tots Program is inclusive in nature and assists all children in need within the capabilities of local campaigns. Assistance is provided without regard to race, ethnicity, religion, gender, age, sexual orientation, or disability, subject to the availability of donated toys and resources.

4.2 Marine Toys for Tots Mission

d. The mission of the Marine Toys for Tots Foundation (MTFTF) is to assist the United States Marine Corps in providing a tangible sign of hope to children in need during the Christmas holiday season and beyond.

e. The Foundation fulfills this mission by supporting the U.S. Marine Corps Reserve Toys for Tots Program through fundraising, procurement of toys, and the provision of administrative, financial, logistical, and promotional support to authorized local campaigns.

f. The Foundation, as the primary support organization to the U.S. Marine Corps most visible community action program, is a non-Federal entity (NFE) and is apolitical.

4.3 Supplemental Toy & Book Program

a. The Supplemental Toy & Book Program is one of the Marine Toys for Tots Foundation's most significant mission support activities. Each year, the Foundation expends approximately \$40 million on toys and books to support children in need across the United States.

b. The vast majority of these funds are directed to local Toys for Tots campaigns and the Native American Program (NAP). Supplemental toys and books are intended to ensure equitable program delivery nationwide, particularly in communities where local collection efforts alone cannot fully meet demand.

c. Supplemental support is not guaranteed and is not intended to replace strong local collection or purchasing efforts. Rather, it is designed to responsibly allocate donor-funded resources to campaigns demonstrating legitimate need.

d. The Supplemental Toy & Book Program operates in two distinct phases:

- 1) **Initial Supplemental Toy & Book Shipment.** The initial supplemental toy shipment is proactively planned and executed by the Foundation prior to the peak distribution period. Decisions regarding which campaigns receive an initial

supplemental shipment are made by the Chief Operating Officer, based on a standardized review of campaign data and available resources.

- (a) Initial supplemental shipment decisions consider, at a minimum:
 - (i) Prior-year campaign performance, including toys distributed and children assisted
 - (ii) Carryover inventory levels from the previous campaign
 - (iii) Campaign fund balances and historical purchasing behavior
 - (iv) Demonstrated local collection capability and community support
 - (v) Overall Foundation inventory availability and budget constraints
 - (b) Campaigns that demonstrate strong local capability, substantial carryover inventory, or sufficient financial resources may not receive an initial supplemental shipment, allowing Foundation resources to be prioritized for campaigns with greater documented need.
 - (c) Initial shipments are structured by campaign size and are designed to address historically underrepresented age groups and categories.
- 2) **Second Supplemental Toy Shipment (note this shipment does not include books)**
- (a) The second supplemental toy shipment is reactive in nature and is available to campaigns experiencing verified shortfalls later in the campaign season.
 - (b) Second supplemental requests are submitted by local Coordinators through the Secure Section and undergo a structured review process administered by the Foundation's Operations team and Regional Campaign Managers.
 - (c) Detailed evaluation criteria, decision methodology, and approval standards are outlined in Section XIV of this SOP.
 - (d) Campaigns with strong historical local support or sufficient available funds may be required to provide additional justification before supplemental Foundation resources are assigned.
 - (e) Second supplemental shipments are approved only when documented need exists and when Foundation support will not unintentionally replace strong local capability or stewardship responsibilities.

e. **Stewardship and Accountability**

- 1) The Foundation has a fiduciary obligation to donors to ensure that supplemental toys and books are distributed responsibly, equitably, and in direct support of children in need.
- 2) All supplemental support decisions reflect a balance between:
 - (a) Meeting urgent local needs
 - (b) Preserving donor trust
 - (c) Ensuring long-term program sustainability
- 3) Coordinators are expected to understand that supplemental support is one component of a broader national program and that not receiving supplemental toys does not reflect negatively on a campaign's performance. In many cases, it reflects **strong local success**.

4.4 **In-Kind Donations: Gift-In-Kind (GIK) and Service-In-Kind (SIK)**

a. Gift-In-Kind (GIK)

1) GIK donations consist primarily of toys donated by corporate partners and national sponsors.

2) The Foundation coordinates the receipt, sorting, and distribution of corporate GIK donations and utilizes third-party logistics partners to ensure efficient and equitable allocation to local campaigns based on documented need and campaign capacity.

3) GIK distributions are aligned with the Supplemental Toy Program and are intended to strengthen local campaign inventory in targeted age and gender categories.

b. Service-In-Kind (SIK)

1) SIK donations consist of professional services, logistical support, transportation, warehousing, marketing, media, technology, event support, and other non-cash contributions provided by corporate partners, vendors, and community organizations.

2) Local Coordinators, as well as the Foundation, coordinates and utilizes SIK donations to enhance operational efficiency, expand program reach, reduce administrative and distribution costs, and support national and local campaign activities.

3) SIK support is strategically aligned with Foundation initiatives and operational priorities to strengthen mission delivery, improve campaign effectiveness, and maximize the impact of donor resources for children and families served through the Marine Toys for Tots Program.

4.5 Support/Promotional Material

a. Each year, the Foundation procures and distributes standardized support and promotional materials to authorized local campaigns.

b. These materials are intended to:

1) Increase public awareness of the Toys for Tots Program

2) Support local collection and fundraising efforts

3) Ensure consistent branding and messaging nationwide

c. Promotional materials and toy collection boxes are distributed based on campaign size and operational requirements. Ordering procedures, material availability, and distribution timelines are addressed in Section XIII and applicable Foundation memorandums.

4.6 Direct Mail

a. The Foundation conducts national direct mail and digital fundraising campaigns to generate financial support for the Toys for Tots Program and to educate the public about its mission and impact.

b. Funds raised through these efforts support:

1) Supplemental toy purchases

2) Promotional and operational materials

3) Program administration and compliance

c. National fundraising initiatives also contribute to increased donations and awareness at the local campaign level.

4.7 Regional Campaign Manager Administrative Reviews

- a. At the conclusion of each annual campaign, Regional Campaign Managers conduct administrative reviews of assigned campaign sites.
- b. These reviews assess compliance with SOP requirements and evaluate key operational and administrative elements, including:
 - 1) Timeliness and accuracy of After-Action Reports
 - 2) Financial documentation and verification submissions
 - 3) Purchasing practices and use of the purchase card
 - 4) Adherence to Foundation policies and memorandums
- c. Results of these reviews are used to:
 - 1) Identify training and compliance trends
 - 2) Inform campaign support decisions
 - 3) Support campaign recognition programs
 - 4) Improve future operational guidance.

SECTION V --- PROGRAM OVERVIEW

5.1 Background

a. The U.S. Marine Corps Reserve Toys for Tots Program is an official activity of the United States Marine Corps and a mission assigned to Marine Forces Reserve (MFR).

b. The Commandant of the Marine Corps (CMC) has delegated authority and responsibility for directing and managing the Program to the Commander, Marine Forces Reserve (CMFR). The Marine Toys for Tots Foundation (MTFTF) is the sole authorized fundraising and support organization for the Program and provides support in accordance with Force Order (ForO) 5000-24.2, *Policy for the Conduct of the Annual Marine Corps Reserve TFT Program*.

5.2 Defining a Successful Campaign

a. A successful Toys for Tots campaign is not defined solely by the number of toys distributed or the total number of children assisted. While those metrics remain important indicators of community impact, true campaign success is measured by the Coordinator's ability to responsibly manage resources, maintain public trust, effectively engage the local community, and execute a compliant, sustainable, and mission-focused operation. Successful campaigns demonstrate strong stewardship of donated funds and toys, maintain accountability in financial and administrative practices, build reliable community partnerships, support volunteers effectively, and maximize local support whenever possible before requesting Foundation assistance. The objective of every campaign is to provide meaningful support to children and families in need while ensuring the long-term integrity, credibility, and sustainability of the Marine Toys for Tots Program.

5.3 Annual Local Toys for Tots Campaigns

a. Local Toys for Tots campaigns are conducted annually from October through December within assigned communities. Campaigns focus on the collection and distribution of new, unwrapped toys to children in need during the Christmas season.

b. While fundraising is authorized under specific conditions, the primary mission of all local campaigns is toy collection and distribution. Campaigns operate only within their assigned Area of Responsibility (AOR). Soliciting toys or funds outside a campaign's AOR is not authorized, as it encroaches on neighboring campaigns and undermines program integrity.

5.4 Marine Forces Reserve (MFR)

a. Marine Forces Reserve directs the activities of Toys for Tots campaigns conducted by Marine Corps Reserve units and oversees program execution in accordance with Marine Corps directives.

b. CMFR has authorized the President & CEO, MTFTF, to approve Local Community Organizations (LCOs) to conduct Toys for Tots campaigns in communities not directly supported by Marine Corps Reserve units. MTFTF manages the administrative oversight of authorized LCO campaigns.

5.5 Role of the Toys for Tots Coordinator

- a. The local Toys for Tots Coordinator is responsible for the planning, organization, coordination, and execution of the annual campaign within their assigned community.
- b. Primary responsibilities include:
 - 1) Managing toy collection, storage, sorting, and distribution
 - 2) Ensuring accountability of all collected and purchased toys
 - 3) Ensuring proper handling of campaign funds in accordance with Foundation policy
 - 4) Supervising volunteers and supporting organizations
 - 5) Submitting complete and accurate After-Action Reports (AARs)
- c. Fundraising is not the primary responsibility of the Coordinator. Coordinators are authorized to accept unsolicited donations on behalf of the Foundation and may conduct approved fundraising activities in accordance with this SOP.

5.6 Prohibitions

- a. To protect donor trust, program integrity, and public confidence, Coordinators are prohibited from conducting direct mail campaigns, door-to-door solicitations, telemarketing, email solicitations, or other intrusive fundraising activities. If an opportunity arises involving a potential donor interested in becoming recognized as a National Corporate Sponsor (NCS) or National Corporate Donor (NCD), Coordinators should contact the Vice President of Business Development to ensure proper coordination, stewardship, and donor recognition.
- b. Gift cards, prepaid debit cards, electronic gift certificates, and similar instruments are considered cash equivalents and present heightened accountability and audit risk.
- c. Coordinators are prohibited from soliciting gift cards using the Marine Toys for Tots name, logo, branding, or affiliated platforms.
- d. Gift cards may not be distributed directly to children or families.
- e. If unsolicited gift cards are received, they must be logged upon receipt (including date received, donor if known, vendor, denomination, and total value) and used to purchase toys or, in limited circumstances, to offset authorized local operational expenses, in accordance with Foundation guidance. All such activity must be fully documented and reflected in required campaign reporting.
- f. Failure to comply with this section may result in administrative review, corrective action, suspension, or removal of the Coordinator.

5.7 Essential Records and Continuity

- a. Each campaign must maintain organized records sufficient to support operational continuity and audit requirements. At a minimum, Coordinators must maintain access to:
 - 1) Governing Marine Corps Orders and Force Orders
 - 2) This SOP and applicable Foundation memorandums
 - 3) Financial documentation, receipts, and verification records
 - 4) Campaign correspondence and operational records

b. These materials should be organized into a turnover binder or digital equivalent to ensure continuity between Coordinators and campaign years.

5.8 Coordinator Information and Communication

a. Coordinators are responsible for ensuring that the Foundation has current and accurate contact information, including mailing addresses, warehouse locations, phone numbers, and email addresses.

b. Timely communication with the Foundation and Regional Campaign Managers is essential throughout the year, particularly during the active campaign season and administrative closeout period.

5.9 Fundraising and Fund Handling Overview

a. All funds donated or raised using the Toys for Tots name or logo must be forwarded to the Marine Toys for Tots Foundation. MTFTF is responsible for managing all campaign funds and ensuring compliance with IRS regulations and state charitable laws.

b. Local campaigns may not retain or expend donated funds unless explicitly authorized by Foundation policy.

5.10 Purchase Card Overview

a. The Toys for Tots Purchase Card is the primary and preferred method for purchasing toys and authorized campaign expenses.

b. Purchase card use is permitted only when sufficient funds are available in the campaign's Foundation-managed account and must be conducted in strict compliance with purchase card policies outlined in this SOP.

5.11 After-Action Reports (AARs)

a. Submission of an accurate and complete After-Action Report is a critical responsibility of every Coordinator.

b. AARs provide essential data required for:

- 1) Program reporting to the U.S. Marine Corps
- 2) Donor and public accountability
- 3) Independent audits and regulatory filings
- 4) Planning future campaign support

c. AARs must be submitted through the Secure Section no later than 15 January following the campaign year.

SECTION VI --- GENERAL INSTRUCTIONS FOR TFT CAMPAIGNS

6.1 Area of Responsibility (AOR)

- a. Each local Toys for Tots campaign operates within a defined geographic Area of Responsibility (AOR). The AOR represents the community that the Coordinator has the capability and resources to support effectively.
- b. Campaign boundaries are typically aligned with county lines but may vary based on operational realities. The Foundation verifies AOR coverage annually to ensure assignments remain accurate, reflect any approved changes in county coverage, and prevent overlap or duplication.
- c. Campaigns must operate strictly within their assigned AOR..

6.2 Local Coordination and Geographic Discipline

- a. No campaign may solicit toys, donations, or sponsorships outside its assigned AOR.
- b. Solicitation within another campaign's geographic area undermines program integrity, creates donor confusion, duplicates efforts, and may create unnecessary friction between campaigns.
- c. Coordinators are expected to:
 - 1) Communicate with adjacent campaigns when boundaries are unclear
 - 2) Coordinate support and share resources when practical, including promotional materials and toy transfers.
 - 3) Avoid duplicating efforts or creating public confusion
- d. If a potential donation originates from an area not covered by a campaign and transportation is impractical, the donor should be encouraged to support a legitimate local charity serving children in that community.

6.3 Focus of Effort

- a. The primary focus of every local campaign is the collection and distribution of new, unwrapped toys for children in need during the Christmas season.
- b. To accomplish this mission, Coordinators are responsible for:
 - 1) Establishing toy collection sites
 - 2) Retrieving, sorting, and storing donated toys
 - 3) Managing age-appropriate inventory
 - 4) Coordinating distribution with approved partner organizations or families
- c. While approved fundraising may occur, fundraising must never overshadow the core mission of toy collection and distribution.

6.4 Qualifications of a Toys for Tots Coordinator

- a. A Toys for Tots Coordinator represents the United States Marine Corps and the Marine Toys for Tots Program in the local community and is responsible for the execution and oversight of the assigned campaign in accordance with program policies and directives.

- b. A Coordinator must:
 - 1) Demonstrate strong organizational and communication skills
 - 2) Exercise sound judgment and maturity
 - 3) Be capable of managing volunteers and public engagements
 - 4) Maintain professional bearing and appearance
 - 5) Reside within the community being served
 - 6) Maintain a warehouse and shipping location within the AOR
- c. Marine Forces Reserve Coordinators must possess (or initiate) a SECRET security clearance. Local Community Organization (LCO) Coordinators must successfully complete required background investigations.
- d. The role requires discipline, integrity, and consistent leadership.
- e. Initial Campaign Establishment and Expansion (New Coordinators)
 - 1) Newly established campaigns shall initially be limited to the Coordinator's county of residence.
 - 2) Initial campaign operations shall remain restricted to a single county to ensure operational stability, accountability, and the development of sustainable program infrastructure.
 - 3) Coordinators must demonstrate operational capability, compliance with program requirements, and campaign self-sufficiency prior to consideration for expansion.
 - 4) Expansion into additional counties is not automatic and shall be considered only when:
 - a) Sustained operational performance has been demonstrated,
 - b) A continued program need exists, including whether surrounding counties remain unassigned or underserved, and
 - c) Approval is granted by the Foundation.
 - 5) All approved campaign expansions shall be evaluated on a case-by-case basis based on program priorities, demonstrated Coordinator performance, and the Foundation's operational requirements.

6.5 **Conflict of Interest (COI)**

- a. Coordinators must avoid both actual conflicts of interest and the appearance of conflicts of interest. Coordinators shall not:
 - 1) Accept gifts, gratuities, or personal benefits from vendors or sponsors
 - 2) Direct campaign business to personal associates for personal gain
 - 3) Use their position for private advantage
- b. All purchasing decisions must be based solely on the best interest of the Toys for Tots Program and stewardship of donor resources.

6.6 **Uniform/Attire for Personnel Involved in Toys for Tots**

- a. Personnel participating in Toys for Tots events must present a professional image at all times.
- b. For Marines:
 - 1) Dress Blue Bravos or Service Uniform are appropriate for media and ceremonial events.

2) Marine Corps Combat Utility Uniform (MCCUU) may be worn for physical work details, consistent with Marine Corps guidance.

3) Personnel must use discretion since the MCCUU uniform is not an authorized leave and liberty uniform; however, CMC signed a policy waiver on 19 October 2007 that remains in effect (see <https://lco-admin.toysfortots.org/local-coordinator-sites/lco-admin/secure-site/documents/CMC%20Waiver%20Authorization.pdf>).

c. For all personnel:

1) Dress appropriately for the occasion.

2) Maintain neat grooming standards.

3) When in doubt, err on the side of professional appearance. As the 27th Commandant of the Marine Corps would say, “dress up, not down” – General Robert H. Barrow, USMC (Ret).

d. Public confidence in the Program begins with presentation.

6.7 **Volunteer Support**

a. Civilian volunteers, veteran organizations, and community groups play an essential role in campaign success.

b. All supporting organizations must:

1) Operate under the direction of the authorized Coordinator

2) Comply with Marine Corps Orders, Foundation memorandums, and this SOP

3) Refrain from independent use of the Toys for Tots name or logo without authorization

c. The Coordinator retains ultimate responsibility for all campaign activities conducted under the Toys for Tots banner.

6.8 **Storage and Warehouse Facilities**

a. Each campaign must secure appropriate facilities for storage and distribution of toys and promotional materials.

1) Preferred facilities are donated spaces; however, leases may be required. All storage facilities must:

(a) Provide reasonable protection from weather and damage

(b) Allow for organized inventory control

(c) Be suitable for volunteer access and distribution operations

b. Lease Authority

1) Marine Forces Reserve personnel are not authorized to sign leases. All leases involving MFR units must be reviewed and signed by the Foundation’s authorized representative – the Vice President, Operations.

2) Authorized LCO Coordinators may sign leases on behalf of the Foundation where permitted.

c. Lease Submission and Recordkeeping

1) MFR Coordinators must forward all leases to the Vice President, Operations via email in either .docx (Microsoft Word) or .pdf format.

2) The Coordinator shall remain the local point of contact with the property owner or agent throughout the lease process.

3) Once fully executed, all signed leases, for both MFR and LCO campaigns, must be uploaded to the Foundation's Secure Section.

4) Proper facility management protects inventory, ensures accountability, and supports safe operations.

6.9 **Only New, Unwrapped Toys & Books**

- a. Only new, unwrapped toys and books may be collected and distributed.
- b. Used, refurbished, damaged, or previously owned toys and books are not authorized for distribution. The Program does not have the resources to inspect, repair, or sanitize used items, and distributing such items creates safety and liability concerns.
- c. Coordinators and volunteers may inspect unwrapped items as necessary to verify that the item is safe for distribution and appropriate for the intended age group.
- d. The objective of the Program is to provide children with a tangible sign of hope during the Christmas season. That standard is met through new items only.
- e. Gift cards donated for the purchase of toys shall be used to purchase toys, and the resulting items shall be reported as toys collected, not as monetary donations.
- f. Gift cards donated specifically to support campaign overhead expenses may be used for authorized local operational costs, including but not limited to fuel, volunteer support items, tape, and sorting supplies. Such donations must be reported in accordance with Foundation reporting requirements.
- g. Batteries, wrapping materials, and similar accessories are considered support items and are not counted as toys.
- h. Campaigns are not authorized to collect or distribute additional non-program items, including clothing and food, unless specifically approved by the Foundation.
- i. Batteries are considered accessories and are not counted as toys.

6.10 **Homemade Toys**

- a. Homemade toys may be accepted provided they meet reasonable safety standards. Coordinators must ensure:
 - 1) Toy makers understand basic safety expectations, including no sharp edges, no small detachable parts, and the use of non-toxic materials.
 - 2) All donated homemade toys are visually inspected prior to distribution to confirm reasonable safety and suitability.
 - 3) Items are distributed in an age-appropriate manner.
- b. Parents and guardians retain responsibility for ensuring that toys are appropriate for their child.

6.11 **Toys Resembling Weapons**

- a. Toys that closely resemble realistic firearms or weapons will not be distributed.
- b. Items such as Nerf-style blasters or water toys that are clearly distinguishable as toys may be distributed at the Coordinator's discretion.

c. Hunting knives or similar items may only be distributed directly to a parent or guardian — never directly to a child.

d. All distribution decisions involving items resembling weapons must prioritize safety and compliance with program standards.

6.12 Local Toy Drop Off Locations

a. All toy collection sites are considered unattended receptacles.

b. Each collection box must clearly display the campaign name and contact information, so donors may document their contribution for tax purposes.

c. When personnel are present at a location, their role is to support the event and answer questions — not to issue tax acknowledgment letters.

d. Drop-site information should be maintained and updated on the local campaign website.

6.13 Toy Valuation

a. The Foundation calculates the average value of locally donated toys for financial reporting purposes.

b. Coordinators must cooperate with Foundation representatives or designated agents conducting valuation assessments during the campaign season.

c. Accurate reporting supports financial transparency and audit compliance.

6.14 Toy Distribution

a. Eligibility criteria for families receiving toys are determined at the local level, often in coordination with recognized social service agencies and community partners.

b. Financial need — not race, religion, occupation, or background — is the determining factor for assistance.

c. Military families may receive assistance if they meet local need criteria. To avoid favoritism, military families must register and receive assistance in the same manner as other applicants.

d. Coordinators are not authorized to:

1) Request proof of citizenship

2) Retain or store personal identifiable information (PII) beyond operational necessity

e. Any temporary collection of personal information must be handled responsibly and not retained beyond operational use.

f. Working with established agencies reduces duplication of services and protects program integrity.

g. When toys are provided to a recognized social service or support agency for distribution, the local Toys for Tots campaign should not be directly involved in that agency's downstream distribution to individual families, except as operationally required. This helps maintain accountability for agency-managed distributions and protects the Program from issues arising from inaccurate agency demand assessments.

6.15 Toy Transfers

- a. Toy transfers between campaigns are permitted but are not considered final distribution.
- b. Both transferring and receiving campaigns must:
 - 1) Communicate clearly regarding item counts
 - 2) Record transfers accurately in Weekly Reports and the AAR
- c. Only toys distributed directly to families or approved organizations count as distributed in the community.

6.16 **Toy Accountability & Carryover Inventory**

- a. Toys must be tracked in three categories:
 - 1) Toys/Gifts
 - 2) Books
 - 3) Stocking Stuffers
- b. Each item equals one count within its category. Coordinators must not independently adjust reporting calculations.
- c. Accurate inventory management is essential.
- d. Carryover inventory must:
 - 1) Be securely stored
 - 2) Be verified annually
 - 3) Match reported figures from the previous AAR
- e. If carryover inventory equals or exceeds 35% of prior-year distribution, the campaign may be ineligible for initial supplemental toys unless an exception is approved.
- f. Inventory represents preparedness — but excessive inventory may impact supplemental eligibility.
- g. In addition to AAR reporting requirements, Coordinators are required to support the Foundation's annual inventory verification process. Campaigns may be subject to physical or virtual inventory counts conducted by Foundation-designated contractors. Coordinators must ensure inventory is organized, accessible, and accurately reported to support this process.
- h. Each year, Coordinators are required to submit a projected estimate of carryover inventory through the Secure Section to support audit planning and contractor resourcing. This estimate is a planning tool and does not replace final AAR reporting requirements.

6.17 **Toys for Tots Name and Logo**

- a. The Toys for Tots name and logo are federally protected trademarks. They may only be used in connection with authorized campaigns and approved activities. Unauthorized use, alteration, or misuse of branding must be reported to the Foundation immediately.
- b. Guidance for addressing the improper or illegal use of the Toys for Tots Name or Logo is contained in Appendix G.

6.18 **Criminal Activity Alert**

- a. Any suspected misuse of funds, fraudulent representation, or unauthorized use of the Toys for Tots name or logo must be reported to the Foundation without delay.

- b. Coordinators should establish clear methods of identification for authorized campaign personnel, such as name badges, identification cards, campaign apparel, or other visible credentials, to ensure volunteers and representatives are easily recognized.
- c. Toy drop-off locations and community partners must be informed in advance of the identity of authorized personnel responsible for toy collection and campaign activities.
- d. Situations involving suspected criminal activity, impersonation, or unauthorized collection of toys or donations may require notification to local law enforcement in addition to Foundation reporting, as appropriate.
- e. Protecting the reputation, assets, and integrity of the Program is a shared responsibility.

6.19 **Current Contact Information**

- a. Coordinators must maintain accurate contact information with the Foundation at all times, including:
 - 1) Mailing and warehouse addresses
 - 2) Phone numbers
 - 3) Email addresses
- b. Prompt notification of changes is mandatory.

6.20 **Corresponding with the Foundation**

- a. All communication with the public must be professional and courteous. Email accounts and phone lines must be monitored regularly during campaign season. Public confidence is reinforced through timely and respectful communication. Addresses to use when corresponding with the Foundation:

<u>Monetary Donations: Checks & Money Orders Only – NO CASH!!! Via Overnight Billable Stamp</u>	<u>ALL Other Correspondence (email FIRST) Via Pre-Addressed, Pre-Paid envelope</u>
Toys for Tots Desk CDS Global 2005 Lakewood Dr Boone, IA 50036	MTFTF Attn: (Regional Campaign Manager, Region X) 18251 Quantico Gateway Drive Triangle, VA 22172
Do not give out the Boone address to anyone!	

6.21 **Insurance**

- a. Marine Campaigns must maintain appropriate liability coverage for:
 - 1) Storage facilities
 - 2) Distribution sites
 - 3) Special events
- b. Insurance requirements may vary depending on facility agreements and event type.
- c. Additional insurance may be required for certain fundraising events.

6.22 **Toy Collection / Distribution Other Than Christmas**

- a. The primary focus of Toys for Tots is the annual Christmas campaign. Routine toy collection or distribution activities outside the established campaign window are not authorized.
- b. Activities conducted outside the campaign season may not be permitted when limited to informational outreach regarding the upcoming annual campaign and shall not be represented as active toy collection or distribution efforts.
- c. Limited off-season distribution of carryover inventory may be authorized in exceptional circumstances such as natural disasters, emergencies, or other significant community needs affecting children.
- d. Requests for non-campaign events or distribution outside of emergency circumstances must be submitted to the Foundation for case-by-case review and approval based on available resources and program priorities.

6.23 **Foundation Fundraising Coordination**

- a. The Marine Toys for Tots Foundation maintains a coordinated national fundraising strategy to protect donor relationships, maximize mission impact, and ensure proper recognition and stewardship of contributors.
- b. National corporate partnerships, sponsorships, and promotional activities are managed exclusively by the Foundation. Local campaigns may not independently enter into national or multi-state partnerships without Foundation approval.
- c. When a fundraising opportunity at the local level may expand outside the coverage area of the local campaign, the Coordinator must contact the Vice President of Business Development prior to solicitation or formal engagement with the donor. Early coordination helps ensure:
 - 1) Proper donor stewardship and recognition
 - 2) Alignment with national fundraising strategies and existing partnerships
 - 3) Compliance with Foundation policies and IRS regulations
 - 4) Accurate tracking and reporting of contributions
 - 5) Maximization of fundraising opportunities that benefit both the local campaign and the Foundation mission
- d. Coordinators play a critical role in identifying and developing fundraising opportunities within their communities, and collaboration with the Vice President of Business Development strengthens the overall success, credibility, and long-term sustainability of the Toys for Tots Program.

6.24 **Reimbursement Policy**

- a. Coordinators are not authorized to use personal funds for campaign expenses. All purchases must be made using the authorized Toys for Tots Purchase Card or approved Foundation purchasing methods. Personal reimbursements are strongly discouraged and may be denied if not pre-approved.
- b. If a Purchase Card is not functioning or is otherwise unavailable, the Coordinator must immediately contact their Regional Campaign Manager for resolution and direction. Card issues do not authorize the use of personal funds.

c. If a Coordinator is notified that their Purchase Card has been suspended or deactivated and they knowingly choose to use personal funds, reimbursement will not be approved. Exceptions to this rule may only be granted by the Chief Operating Officer.

d. All reimbursement requests, where applicable, require itemized receipts and must comply with Foundation approval procedures. Reimbursements are processed only after the completion of the annual campaign.

6.25 **Campaigns of the Year**

a. The Foundation recognizes outstanding campaign performance on an annual basis. Selection is determined through a structured review of campaign operations conducted at the conclusion of the campaign year.

b. Selection is based on:

- 1) Operational scope and effectiveness of the campaign
- 2) Compliance with program policies and administrative procedures
- 3) Stewardship of resources and adherence to financial requirements
- 4) Innovation in campaign execution and problem-solving
- 5) Community engagement and partnership development
- 6) Effectiveness of planning and execution of the local campaign plan
- 7) Responsiveness and communication with volunteers, partners, recipients, and the Marine Toys for Tots Foundation

8) Timeliness and accuracy of reporting requirements including After Action Reports (AARs)

9) Results of internal reviews and compliance assessments

c. Campaigns selected as Regional and National Campaigns of the Year (conducted by Reserve Units or Local Community Organizations) are recognized for outstanding performance through the presentation of the following awards:

- 1) Display plaque for the organization
- 2) Marine Toys for Tots Foundation Founder's Medallion
- 3) Navy and Marine Corps Commendation/Achievement Medals and Department of the Navy Meritorious Public Service Award (National/Regional honorees)
- 4) Campaign of the Year Volunteer Shirts (13 per regional site)
- 5) Campaign of the Year Volunteer Hats (13 per regional site)
- 6) Commendation Letter

SECTION VII --- FUND HANDLING PROCEDURES

7.1 General Policy

a. All funds donated or raised using the Toys for Tots name or logo are the property of the Marine Toys for Tots Foundation (MTFTF). The Foundation serves as the sole authorized entity to receive, manage, and disburse these funds in accordance with IRS regulations, state charitable laws, and established financial controls. Local campaigns **are not authorized to maintain independent bank accounts, retain funds, or expend funds outside of approved Foundation processes**. Strict adherence to these policies is required to ensure financial transparency, audit compliance, and continued public trust.

7.2 Acceptance of Donations

- a. Coordinators are authorized to accept monetary donations on behalf of the Foundation.
- b. Donations may be received in the form of:
 - 1) Checks
 - 2) Money orders
 - 3) Online contributions (directed through official Foundation platforms)
- c. Cash donations should be minimized whenever possible. When cash is accepted, it must be handled with heightened accountability and deposited promptly in accordance with Foundation procedures.
- d. All donations must be forwarded to the Foundation without delay.
- e. A Marine in uniform or acting in an active-duty status while not in uniform, should not solicit cash donations or personally conduct a fundraising project.

7.3 Prohibited Fundraising Activities

- a. To protect donor trust and maintain compliance with charitable regulations, the following activities are strictly prohibited:
 - 1) Door-to-door solicitation
 - 2) Telemarketing or cold-call fundraising
 - 3) Direct mail campaigns conducted at the local level
 - 4) Email solicitation campaigns initiated by local campaigns
 - 5) Any fundraising activity that may be perceived as intrusive, coercive, or misleading
- b. All national-level fundraising efforts are conducted and managed exclusively by the Foundation.
- c. Toys for Tots Coordinators are not authorized to contract or work with professional fundraising organizations in which the fundraiser receives a portion of percentage of funds raised. This includes third party fundraising organizations and websites such as GoFundMe.
- d. Raffles are events often requiring registration with a State Gaming Commission. In the event such a registration is required, Toys for Tots will not authorize the conduct of a raffle.

7.4 Handling of Checks and Monetary Instruments

- a. Oversight and Accountability
 - 1) The two-person rule is required at all times. All monetary donations must be counted by the Coordinator and a second individual to ensure accuracy and provide oversight
 - 2) The second individual may not be a spouse or significant other.
- b. All checks must be made payable to: **Marine Toys for Tots Foundation**
- c. Coordinators must verify that all checks:
 - 1) Are made payable to Marine Toys for Tots Foundation
 - 2) Are not post-dated and not older than six (6) months
 - 3) Reflect matching numeric and written dollar amounts
 - 4) Are properly signed by the account holder
- d. Maintain a record of all donations received
- e. Prepare the deposit slip in the Secure Section of the local website. Signatures from both the Coordinator and a person certifying the deposit amount are required on this form before sending via overnight mail to Boone, IA.
- f. Include only donation checks and money orders with the deposit slip to the Foundation-designated address in Boone, IA (do NOT send any other paperwork with the donations).
- g. Once each week forward checks and deposit slips to the Foundation-designated address in Boone, IA using the overnight billable stamps provided. Do not release this address to the public as it is intended for use within the Toys for Tots program only. Should local donors desire to send their donation directly to the Foundation, provide the following address: Marine Toys for Tots Foundation, 18251 Quantico Gateway Drive, Triangle, VA 22172.
 - 1) Endorse checks immediately upon receipt
 - 2) Using the stamp provided by MTFTF, stamp the unit account code and city/state on the memo line on the front of each check (do not stamp near the bank encoded info area (MICR))
 - 3) Forward checks to the Foundation's donations processing company in Boone Iowa
 - 4) Under no circumstances may checks be deposited into personal or unauthorized accounts.

7.5 **Cash Handling**

- a. Cash presents increased risk and must be handled carefully.
- b. When cash is received:
 - 1) Two individuals must be present
 - 2) Funds should be counted and documented immediately
 - 3) Cash should be secured and converted to a check or money order as soon as practicable
 - 4) Funds must be forwarded to the Foundation's donation processing company in Boone, Iowa via overnight mail using the envelopes and billable stamps provided.
- c. At no time should cash be retained for extended periods or used for local purchases.

7.6 **Donor Acknowledgment**

- a. Donors may use canceled checks, receipts, or credit card statements for tax purposes. Coordinators are not authorized to issue official tax receipts on behalf of the Foundation. When

necessary, donors should be directed to the Foundation for formal acknowledgment of their contribution.

b. The Foundation sends a letter of acknowledgement to all donor's for their tax records. The goal is to have all letters in the mail by 31 January each year.

7.7 **Secure Section and Financial Visibility**

a. All campaign funds are managed through Foundation-controlled systems and are visible to Coordinators via the Secure Section.

b. Coordinators are responsible for:

- 1) Monitoring available balances
- 2) Ensuring sufficient funds exist prior to making purchases
- 3) Understanding that all expenditures must align with Foundation policy

c. Financial visibility does not equate to financial control — funds remain under Foundation management at all times.

7.8 **Use of Funds**

a. Funds donated or raised under the Toys for Tots Program may only be used for:

- 1) Purchasing toys, books, and program-related items
- 2) Authorized campaign support expenses (as defined in this SOP)

b. All expenditures must be made using approved methods and must directly support the mission of providing toys to children in need.

7.9 **Toys for Tots Purchase Card**

a. The Toys for Tots Purchase Card is the primary and required method for purchasing toys and authorized campaign expenses. Use of the Purchase Card ensures:

- 1) Proper financial control and oversight
- 2) Accurate transaction tracking
- 3) Compliance with audit and regulatory requirements

b. Coordinators may only use the Purchase Card when sufficient funds are available in their campaign Foundation-managed account. All purchases must:

- 1) Directly support the Toys for Tots mission
- 2) Be reasonable and necessary
- 3) Comply with all Foundation policies

c. Unauthorized or improper use of the Purchase Card may result in the suspension of privileges or further administrative action.

7.10 **Prohibited Payment Methods**

a. To maintain financial transparency and audit integrity, certain payment methods are strictly prohibited. The following may not be used under any circumstances for Toys for Tots purchases:

- 1) Zelle

- 2) Venmo
 - 3) CashApp
 - 4) PayPal “friends and family” or similar peer-to-peer platforms
 - 5) Any third-party payment platform that does not provide verifiable transaction records
- b. These platforms do not provide sufficient transaction transparency or documentation to support audit requirements and create unacceptable financial risk.
- c. The use of third-party payment platforms is strictly prohibited for any Toys for Tots purchase.
- d. All purchases must be conducted using the Toys for Tots Purchase Card or other Foundation-approved methods to ensure full financial accountability and compliance.

7.11 **Documentation and Receipts**

- a. All purchases must be supported by complete and accurate documentation. Coordinators are required to:
- 1) Retain itemized receipts for all transactions
 - a) Receipt must show what was purchased, the quantity purchased, the cost per item and total cost
 - 2) Ensure receipts clearly reflect what was purchased
 - 3) Submit required documentation in accordance with Foundation procedures
- b. Credit card slips or summary receipts alone are not sufficient. Proper documentation is mandatory for:
- 1) Financial reconciliation
 - 2) Audit compliance
 - 3) Verification of appropriate use of funds
- c. Failure to maintain adequate documentation may result in denial of expenses or loss of purchasing privileges.

7.12 **Authorized and Unauthorized Expenses**

- a. Funds may only be used for mission-essential purposes. Authorized Expenses Include:
- 1) Purchase of toys, books, and program-related items
 - 2) Limited operational supplies necessary to support toy collection and distribution (e.g., packing materials, basic warehouse needs)
 - 3) Approved promotional or campaign support materials
- b. Unauthorized Expenses Include (but are not limited to):
- 1) Personal expenses of any kind
 - 2) Alcohol, entertainment, or hospitality expenses
 - 3) Meals, travel, or lodging (unless explicitly authorized)
 - 4) Gifts, gift cards for distribution, or cash equivalents
 - 5) Any purchase not directly supporting the Toys for Tots mission
- c. When in doubt, Coordinators must seek guidance from their Regional Campaign Manager or the Foundation prior to making a purchase.

7.13 **Financial Controls and Oversight**

a. The Foundation maintains strict financial controls to ensure proper stewardship of donor funds. These controls include:

- 1) Centralized fund management
- 2) Purchase Card oversight and monitoring
- 3) Transaction review and reconciliation
- 4) Independent audit requirements

b. Coordinators must operate within these controls at all times. All financial activity is subject to review.

7.14 **End-of-Year Financial Reconciliation**

a. At the conclusion of each campaign, all financial activity must be fully reconciled. Coordinators are responsible for:

- 1) Ensuring all transactions are recorded and documented
- 2) Submitting all required receipts and verification documents
- 3) Resolving any outstanding discrepancies

b. Financial reconciliation is a required component of the After-Action Report (AAR) process. Failure to complete financial reconciliation may impact:

- 1) Future Purchase Card access
- 2) Supplemental support eligibility
- 3) Campaign standing with the Foundation

7.15 **Accountability and Stewardship**

a. The Marine Toys for Tots Foundation is entrusted with donor contributions to support children in need. Every financial transaction conducted at the local level reflects on the integrity of the entire Program. Coordinators are expected to:

- 1) Exercise sound judgment
- 2) Protect donor resources
- 3) Maintain complete transparency
- 4) Comply fully with all financial policies

b. Strong financial stewardship ensures the continued success, credibility, and growth of the Toys for Tots Program.

SECTION VIII --- TOYS FOR TOTS PURCHASE CARD

8.1 Purpose

- a. The Toys for Tots Purchase Card is issued by the Marine Toys for Tots Foundation (MTFTF) to authorized Coordinators for the purpose of purchasing toys and approved campaign-related expenses.
- b. The Purchase Card is the only authorized method for routine campaign purchasing and is a critical control mechanism to ensure:
 - 1) Financial accountability
 - 2) Transaction visibility
- c. Compliance with audit and regulatory requirements

8.2 Card Issuance

- a. Purchase Cards are issued to authorized Coordinators following:
 - 1) Completion of required documentation
 - 2) Acknowledgment of Responsibilities
 - 3) Completion of any required training
- b. Cards are issued in the name of the Coordinator and may not be transferred or shared.
- c. The Coordinator assigned to the card is **personally responsible** for all transactions made using the card.

8.3 Authorized Use

- a. The Purchase Card may only be used for:
 - 1) Purchasing toys and books
 - 2) Approved program-related items
 - 3) Limited operational supplies necessary to support campaign execution
- b. All purchases must:
 - 1) Directly support the Toys for Tots mission
 - 2) Be reasonable and necessary
 - 3) Be made within available campaign funds

8.4 Prohibited Use

- a. The Purchase Card may not be used for:
 - 1) Personal purchases of any kind
 - 2) Cash withdrawals or cash advances
 - 3) Gift cards or cash equivalents for distribution
 - 4) Alcohol, entertainment, or hospitality expenses
 - 5) Travel, lodging, or meals (unless explicitly authorized)
 - 6) Purchases through prohibited third-party payment platforms
 - 7) Use of third-party payment platforms (e.g., Zelle, Venmo, CashApp, PayPal “friends and family,” or similar services)

- b. Any transaction that cannot be clearly justified as mission-essential is prohibited.

8.5 **Spending Controls**

- a. All Purchase Card activity is subject to Foundation-established controls, including:
 - 1) Spending limits based on available campaign funds
 - 2) Transaction monitoring and review
 - 3) Merchant category restrictions, where applicable
- b. Coordinators must verify that sufficient funds are available prior to making any purchase.
- c. Exceeding available funds or attempting to circumvent controls is not authorized.

8.6 **Receipt and Documentation Requirements**

- a. Every Purchase Card transaction must be supported by:
 - 1) An itemized receipt
 - 2) Clear identification of items purchased
 - 3) Documentation submitted in accordance with Foundation procedures
- b. Missing, incomplete, or non-itemized receipts are not acceptable.
- c. Failure to maintain proper documentation may result in:
 - 1) Denial of expenses
 - 2) Suspension of Purchase Card privileges
 - 3) Additional administrative action

8.7 **Transaction Review and Oversight**

- a. All Purchase Card transactions are subject to review by the Foundation. This includes:
 - 1) Routine monitoring
 - 2) Post-transaction review
 - 3) Audit verification
- b. Coordinators may be required to provide additional documentation or justification for any transaction.

8.8 **Lost, Stolen, or Compromised Cards**

- a. If a Purchase Card is lost, stolen, or suspected to be compromised, the Coordinator must:
 - 1) Immediately contact their RCM.
 - 2) If the RCM is not available, then contact the card issuer (Bank of America) via the phone number on the back of the credit card.
- b. Prompt reporting is essential to limit financial risk and protect campaign funds.

8.9 **Misuse of the Purchase Card**

- a. Misuse of the Purchase Card is a serious violation. Examples of misuse include:
 - 1) Unauthorized purchases

- 2) Use for personal benefit
- 3) Use of prohibited payment methods
- 4) Failure to maintain receipts or documentation
- 5) Circumventing established financial controls
- b. Consequences may include:
 - 1) Immediate suspension or revocation of Purchase Card privileges
 - 2) Requirement to reimburse unauthorized expenses
 - 3) Administrative action, including removal as Coordinator
 - 4) Referral for further investigation, if warranted

8.10 **Suspension and Revocation**

- a. The Foundation reserves the right to suspend or revoke Purchase Card privileges at any time for:
 - 1) Policy violations
 - 2) Repeated documentation deficiencies
 - 3) Financial mismanagement
 - 4) Failure to comply with SOP requirements
- b. Loss of Purchase Card privileges may significantly impact a campaign's ability to operate and receive supplemental support.

8.11 **Coordinator Responsibility**

- a. The Coordinator is ultimately responsible for:
 - 1) Proper use of the Purchase Card
 - 2) Ensuring all transactions are appropriate and documented
 - 3) Protecting the card from misuse
 - 4) Complying with all financial policies
- b. The Purchase Card is a tool — but also a position of trust.

SECTION IX --- APPROVED VENDORS AND PURCHASING GUIDANCE

9.1 Purpose

a. The The Marine Toys for Tots Foundation (MTFTF) maintains relationships with national and regional vendors who support the Toys for Tots Program through discounted pricing, product donations, and reliable fulfillment. These partnerships are critical to maximizing the impact of donor funds and ensuring that local campaigns have access to quality, age-appropriate toys and program materials. The purpose of this section is to provide Coordinators with visibility of these approved vendors and to encourage their use when making campaign purchases.

9.2 Use of Approved Vendors

a. Coordinators are strongly encouraged to utilize approved vendors when purchasing toys and program-related items. Approved vendors offer:

- 1) Competitive pricing aligned with Foundation purchasing standards
- 2) Reliable product availability during peak campaign periods
- 3) Familiarity with Toys for Tots campaign needs, including age and category distribution
- 4) In many cases, additional support through discounts, extended terms, or product donations

b. Use of approved vendors helps ensure consistency, efficiency, and responsible stewardship of Foundation-managed funds.

c. Coordinators may purchase from non-listed vendors when necessary; however, all purchases must comply with Purchase Card policies and be reasonable, appropriate, and mission-focused.

9.3 Approved Vendor List

a. The following vendors are recognized as approved partners of the Marine Toys for Tots Foundation:

b. Toy Vendors:

Discovery Toys	
• Website: http://www.kidslearnthruplay.com/ • POC: Jana Norton • Phone: (301) 529-3344 • Email: discovery2learn@yahoo.com • Notes ○ Purchase using the Toys for Tots Purchase Card ○ Discovery Toys provides a minimal 20% discount on local campaign purchases	

D&W Sourceall (113 Fillmore Street Bristol, PA 19007)

- Website: www.dwsourceall.com
- POC: Barry Wood
- Phone: 561-352-5438
- Email: barry@dwsourceall.com
- Notes
 - Purchase using the Toys for Tots Purchase Card
 - Free freight on all Coordinator orders
 - 10% free toy allowance on orders placed before Dec 10th



**D & W
Sourceall**
772-460-0596
www.dwsourceall.com

Ground Zero

- Website: www.GroundZero4Toy.com
- POC: James Baskin
- Email: baskin.james@ymail.com
- Notes: Purchase using the Toys for Tots Purchase Card

Group Sales

- Website: www.groupsalesinc.com
- POC: Marine Corps Units
 - Robert Myers
 - rmyers@groupsalesinc.com
 - Direct Line: (513) 559-3323
 - Cell Phone: (513) 477-1487
- POC: LCOs
 - Steve Zix
 - szix@groupsalesinc.com
 - Direct Line: (513) 458-1504
 - Cell Phone: (513) 679-1518
- Notes
 - Purchase using the Toys for Tots Purchase Card
 - Group Sales provides 10% of total purchase as a donation back to the Foundation and Local Campaigns



HDI Wholesale

- Website: www.hdiwholesale.com
- POC: Sara Depies
- Phone: 800-284-5449
- Mobile: 414-491-0776
- Email: sara@hdiwholesale.com

- Notes:
 - Purchase using the Toys for Tots Purchase Card.
 - NEW Website log in/password was emailed to you or register online.
 - Best prices from the start!
 - Free shipping, batteries for toys and ball pumps for all balls.



**New England Doll & Novelty Co., Inc.
(Established 1918)**

- Website: www.nedollco.com
- POC: 1stSgt Martin T. Hughes, USMC (Ret)
- Cell: 412-287-3788
- Email: mthughes9999@yahoo.com
- Notes
 - Offering a large variety of toys, electronics, and sports items for ages 0 to 17.
 - Provides a 20% donation back to Toys for Tots.
 - Sells only to nonprofit children's charities. Philanthropist run.
 - 4th generation family business established in 1918, veteran family.
 - Purchase using the Foundation's credit arrangements.
 - Free shipping on all orders, delivered on your designated day.
 - Minimum order is one full trailer load.



OnTime Toys

- Website: <http://www.ontimetoy.com/>
- POC: Chris Thifault
- Phone: (800) 464-8762
- Email: ct@ontimetoy.com
- Notes: Orders should be made using the Foundation's credit arrangements



TK's Toy Box

- Website: <https://www.tkstoybox.com/>
- POC: Tara Kennedy-Kline
- Phone: (484) 824-2160
- Email: tara@tkstoybox.com
- Notes
 - Purchase using the Toys for Tots Purchase Card
 - Free freight on all Coordinator orders
 - 10% free toy allowance on orders placed before Dec 10th



Worthwhile Pursuits, LLC®

- Website: <https://www.worthwhilepursuits.com>
- POC: Bryan Scott (Owner)
- Phone: (478) 719-0954 *cell (feel free to text)
- Email: bscott@worthwhilepursuits.com
- Notes
 - We provide three (3) educational and interactive family-engagement activities. Each activity includes a book, a very soft & cuddly plush, and a fun, screen-free family experience that can be re-played over and over again (ages pre-born to 10).
 - Visit our website, or call/text to speak with our owner, for a detailed description of our family-engagement activities.



c. Book Vendors

Book Depot

- Website: <https://www.bookdepot.com/>
- POC: Rob Chapman
- Phone: (o) 800-801-7193 x283
(m) 905 980-1080
- Email: rob@bookdepot.com
- Notes
 - Purchase using the Toys for Tots Purchase Card
 - Book Depot provides a minimal 15% discount on local campaign purchases



Scholastic	
- Website: https://shop.scholastic.com/teachers-ecommerce/face/facepartner.html - Notes - Purchase using the Toys for Tots Purchase Card - Scholastic provides up to a 60% discount on local campaign purchases using the Family & Community Engagement initiative - Coordinators can connect directly with their local representative for book planning by entering their zip code: https://education.scholastic.com/education/contact.html	

d. Other Vendors:

1) The Charleston Mint (*TFT Christmas Ornaments*) – Phone orders may be made using the Toys for Tots Purchase Card. Call 1-828-883-8988 if interested.

2) Marine Corps Direct (*T-Shirts/Hats/Promo Items*) – Phone orders may be made using the Toys for Tots Purchase Card. Call 1-850-497-2044 for customer service. Website address: www.tftgiftshop.com (click on the Shop Toys for Tots link)

3) Military Promotions (*Coins/Ornaments/T-Shirts/Hats/Plaques/Awards*) – Phone/email orders may be made using the Toys for Tots Purchase Card. Call/visit 1-936-291-2304 or smith@milpromo.com.

4) Truck Rental – Purchase/Rent using the Toys for Tots Purchase Card at local truck rental stores. Discounts may be available. DON'T FORGET TO PURCHASE INSURANCE!

- a) Ryder: The Foundation has a partnership with Ryder who has graciously discounted the cost to rent a vehicle. Please see Memo 007 or you can call 1-800-345-9282 or visit <https://www.ryder.com/en-us/rent-trucks> if you have any questions. Note that the Account Name is Marine Toys for Tots Foundation and the Account Number is 042442.

9.4 **Vendor Partnership and Recognition**

a. Vendors included in this section are recognized as valued partners in support of the Toys for Tots mission. Inclusion in the Approved Vendor List is based on factors including:

- 1) Demonstrated support to the Foundation and local campaigns
- 2) Ability to provide competitive pricing or product donations
- 3) Reliability in fulfilling orders during the campaign season
- 4) Alignment with program needs and standards

b. These partnerships directly contribute to the Foundation's ability to serve children in need across the Nation.

9.5 **Coordinator Engagement with Vendors**

- a. Coordinators are expected to conduct all vendor interactions in a professional manner and in alignment with Foundation policies. Coordinators shall not:
 - 1) Seek personal benefits, discounts, or incentives outside of those offered to the Program
 - 2) Enter into exclusive or restrictive agreements on behalf of the Foundation
 - 3) Represent themselves as having authority to negotiate national-level agreements
- b. All vendor relationships at the local level must support — and not conflict with — existing Foundation partnerships.

9.6 **Purchasing Responsibility**

- a. Regardless of vendor selection, Coordinators remain responsible for:
 - 1) Ensuring all purchases comply with Purchase Card policies (Section VIII)
 - 2) Verifying that sufficient funds are available prior to purchase
 - 3) Maintaining proper documentation and receipts
 - 4) Selecting items that appropriately support age and gender distribution needs
- b. Vendor inclusion in this section does not override financial controls or purchasing requirements outlined in this SOP.

SECTION X --- AFTER-ACTION REPORTS (AAR)

10.1 Purpose

a. The After-Action Report (AAR) is a required submission for all Toys for Tots campaigns and serves as the official record of campaign activity for the year. The AAR provides the Foundation and the U.S. Marine Corps with critical data necessary for:

- 1) Program reporting and oversight
- 2) Financial accountability and audit compliance
- 3) Evaluation of campaign performance
- 4) Planning and resource allocation for future campaigns

b. Accurate AAR reporting ensures the continued credibility and effectiveness of the Toys for Tots Program.

10.2 Reporting Requirement

a. All Coordinators are required to complete and submit an AAR for each campaign year through the Secure Section. The AAR must accurately reflect all campaign activity, including:

- 1) Total toys collected (locally collected)
- 2) Total toys purchased
- 3) Total toys distributed
- 4) Total number of children assisted
- 5) Books and stocking stuffers distributed
- 6) Carryover inventory

b. All reported figures must be complete, accurate, and supported by documentation where required.

10.3 Submission Deadline

a. The AAR must be **submitted no later than 15 January following the campaign year**. Timely submission is essential to support:

- 1) Marine Corps reporting requirements
- 2) Foundation financial closeout
- 3) Independent audits
- 4) Planning for supplemental support in the upcoming year

b. Late submissions delay program-wide reporting and impact operational planning.

10.4 Accuracy and Data Integrity

a. The AAR is an official program record and must be treated accordingly. Coordinators must ensure:

- 1) All figures are accurate and internally consistent
- 2) Inventory totals match physical counts
- 3) Financial activity is properly reconciled
- 4) No estimates or unsupported figures are reported

- b. Intentional misreporting or negligent inaccuracies may result in administrative action.
- c. Reported carryover inventory must reasonably align with verified inventory counts and may be subject to independent validation.

10.5 Relationship to Supplemental Support

- a. The AAR data is a primary factor in determining future supplemental support. The Foundation uses AAR data to evaluate:
 - 1) Toys distributed per child (AAR ratio)
 - 2) Carryover inventory levels
 - 3) Local collection and purchasing performance
- b. Campaigns with:
 - 1) Excessive carryover inventory
 - 2) Strong local support (high toys-per-child ratios)
 - 3) Incomplete or inaccurate reporting may receive reduced or no supplemental support in future campaigns.
- c. Accurate reporting ensures fair and equitable distribution of Foundation resources.

10.6 Financial Reconciliation Requirement

- a. Completion of the AAR includes verification that all financial activity has been reconciled. Coordinators must ensure:
 - 1) All Purchase Card transactions are documented
 - 2) All receipts have been submitted
 - 3) No outstanding discrepancies remain
- b. The AAR will not be considered complete until financial reconciliation requirements are satisfied.

10.7 Review and Validation

- a. AAR submissions are reviewed by the Foundation and Regional Campaign Managers. This review process ensures:
 - 1) Accuracy of reported data
 - 2) Compliance with SOP requirements
 - 3) Alignment between operational activity and financial reporting
- b. Coordinators may be contacted to clarify or correct submitted information.

10.8 Failure to Submit or Complete AAR

- a. Failure to submit a complete and accurate AAR may result in:
 - 1) Suspension of Purchase Card privilege
 - 2) Ineligibility for supplemental toy support
 - 3) Delay or denial of campaign approval for the following year
 - 4) Additional administrative action, as determined by the Foundation
- b. Submission of the AAR is a fundamental responsibility of every Coordinator.

10.9 **Records Retention**

- a. Coordinators must retain supporting documentation for AAR submissions, including:
 - 1) Financial records and receipts
 - 2) Inventory records
 - 3) Distribution records
- b. Documentation must be maintained in accordance with Foundation guidance and made available upon request.

SECTION XI --- TOY DISTRIBUTION GUIDELINES

11.1 Purpose

a. The purpose of this section is to establish consistent guidelines for the fair and equitable distribution of toys to children in need. All distribution activities must reflect the mission of the Toys for Tots Program and uphold public trust in the integrity of the Program.

11.2 Eligibility for Assistance

a. Toys for Tots assistance is intended for children in need within the campaign's Area of Responsibility (AOR). Eligibility criteria are determined at the local level; however, all campaigns must ensure that:

- 1) Assistance is based on financial need
- 2) Distribution is conducted without discrimination
- 3) No group or individual receives preferential treatment

b. Campaigns are encouraged to work with social service agencies, schools, and community organizations to help identify eligible families and avoid duplication of services.

11.3 Distribution Methods

a. Coordinators may distribute toys through:

- 1) Direct distribution to families
- 2) Partnerships with qualified nonprofit or community organizations
- 3) Agency-based distribution networks

b. Regardless of method, the Coordinator remains responsible for:

- 1) Oversight of distribution
- 2) Accountability of inventory
- 3) Ensuring toys reach intended recipients

c. Distribution methods should be structured to maximize reach, efficiency, and fairness.

11.4 Age and Gender Distribution

a. Coordinators must make every effort to provide toys that are appropriate for each child's age and, when applicable, interests. Campaigns should:

- 1) Maintain balanced inventory across age groups
- 2) Prioritize historically underserved age categories (e.g., older children)
- 3) Avoid over-concentration of toys in any single category

b. Proper inventory planning supports fair distribution.

11.5 Number of Toys per Child

a. The number of toys distributed per child may vary based on:

- 1) Total inventory available
- 2) Number of children registered

- 3) Local demand and resource constraints
- b. Coordinators should strive to distribute toys in a manner that is:
 - 1) Fair to all recipients
 - 2) Consistent within the campaign
 - 3) Aligned with available resources
- c. The objective is to serve as many children as possible while maintaining meaningful distribution.

11.6 Prohibited Distribution Practices

- a. The following practices are prohibited:
 - 1) Reserving toys for specific individuals outside approved processes
 - 2) Distributing toys based on favoritism, influence, or personal relationships
 - 3) Providing toys in exchange for donations, services, or participation
 - 4) Excluding eligible recipients without valid justification
- b. All distribution decisions must be mission-focused and free from personal bias.

11.7 Protection of Personal Information

- a. Coordinators must protect the privacy of families receiving assistance.
 - 1) Personal Identifiable Information (PII) should only be collected when necessary
 - 2) Information must not be retained longer than required for operational purposes
 - 3) Data must not be shared outside authorized use
- b. Where possible, campaigns should rely on partner agencies to manage sensitive information.

11.8 Accountability of Distributed Toys

- a. All toys distributed must be accounted for in campaign reporting. Coordinators must ensure:
 - 1) Accurate tracking of distributed inventory
 - 2) Alignment between distribution records and AAR reporting
 - 3) Proper documentation of agency distributions
- b. Toy distribution is considered complete only when items reach children or approved partner organizations.

11.9 High-Value Donations

- a. All High-value toy donations require enhanced accountability, security, and distribution oversight due to their elevated retail value and increased public sensitivity.
- b. High-value donations may include:
 - 1) Bicycles
 - 2) Electric scooters
 - 3) Battery-powered ride-on vehicles
 - 4) Gaming systems and gaming consoles

- 5) Tablet computers and similar electronic devices
- 6) Other premium donated items identified by the Foundation or Coordinator
- c. Campaigns receiving high-value donations shall:
 - 1) Maintain appropriate inventory accountability procedures
 - 2) Store items in secure locations with controlled access
 - 3) Limit handling to authorized personnel and screened volunteers
 - 4) Ensure accurate documentation of receipt and distribution
 - 5) Take reasonable precautions to prevent theft, diversion, or misuse
- d. High-value items shall not be:
 - 1) Reserved for volunteers, sponsors, or affiliated organizations
 - 2) Distributed based on favoritism or personal relationships
 - 3) Used as raffle items, fundraising incentives, or prizes without Foundation approval
 - 4) Exchanged, sold, or otherwise diverted from charitable distribution
- e. Coordinators should distribute high-value items in a manner that supports fairness, transparency, and public trust while maximizing positive impact for children and families.
- f. Campaigns should exercise discretion when publicly displaying or advertising high-value donations to avoid creating unrealistic expectations within the community.

11.10 Unused Inventory

- a. At the conclusion of distribution:
 - 1) Remaining toys must be inventoried and recorded as carryover
 - 2) Carryover inventory must be securely stored
 - 3) Inventory must be reported accurately in the AAR
- b. Excess inventory may impact future supplemental support decisions.

11.11 Community Representation and Trust

- a. Toy distribution is the most visible part of the Toys for Tots Program. Coordinators and volunteers must conduct all distribution activities in a manner that:
 - 1) Reflects positively on the United States Marine Corps
 - 2) Demonstrates professionalism and compassion
 - 3) Reinforces public trust in the Program
- b. Every interaction with a family or partner organization represents the mission.

SECTION XII --- MARKETING, PUBLIC RELATIONS, AND COMMUNICATIONS

12.1 Purpose

a. The purpose of this section is to ensure consistent, professional, and accurate representation of the Toys for Tots Program in all public communications. All marketing and public engagement activities must support the mission, protect the reputation of the Program, and align with Foundation guidance.

12.2 Foundation Oversight of Branding and Messaging

b. The Marine Toys for Tots Foundation (MTFTF) maintains oversight of all national branding, messaging, and public communications associated with the Toys for Tots Program. This includes:

- 1) National advertising and media campaigns
- 2) Corporate partnerships and sponsorships
- 3) Use of the Toys for Tots name, logo, and trademarks
- 4) Public messaging standards

c. Local campaigns operate within this framework and must ensure their communications are consistent with Foundation standards.

12.3 Local Media Engagement

a. Coordinators are encouraged to engage with local media to promote awareness of their campaign and encourage community participation. Appropriate local media engagement includes:

- 1) Interviews with local news outlets
- 2) Press releases announcing campaign kickoff and distribution events
- 3) Participation in community events and public appearances

b. All media engagement must be:

- 1) Accurate
- 2) Professional
- 3) Consistent with the mission and values of the Program

12.4 Public Messaging Standards

a. All public communications must:

- 1) Accurately represent the Toys for Tots mission
- 2) Avoid misleading or exaggerated claims
- 3) Maintain a respectful and inclusive tone
- 4) Reflect positively on the United States Marine Corps and the Foundation

b. Coordinators must not:

- 1) Make unauthorized commitments on behalf of the Foundation
- 2) Misrepresent program capabilities or resources

- 3) Use messaging that could damage public trust

12.5 **Use of the Toys for Tots Name and Logo**

- a. The Toys for Tots name and logo are federally protected trademarks and may only be used for authorized campaign purposes. Coordinators must:
 - 1) Use only approved logos and branding materials
 - 2) Ensure branding is not altered or modified
 - 3) Report any unauthorized use to the Foundation
- b. Local Toys for Tots Coordinators may authorize local businesses and other organizations to use the Toys for Tots name and logo in connection with approved campaign events.
- c. Use of the logo for commercial purposes or by third parties requires prior approval from the Foundation.

12.6 **Social Media and Digital Communications**

- a. Social media is an important tool for local campaign awareness and engagement. Coordinators may use social media platforms to:
 - 1) Promote toy collection efforts
 - 2) Share campaign updates and events
 - 3) Recognize donors and community partners
- b. All social media activity must:
 - 1) Be consistent with Foundation messaging
 - 2) As an official activity of the U.S. Marine Corps, we are an apolitical organization. As such, avoid political, controversial, or inappropriate content
 - 3) Maintain professionalism at all times
- c. Coordinators are responsible for monitoring their platforms and ensuring appropriate use.

12.7 **Coordination with the Foundation**

- a. Certain activities require coordination with or approval from the Foundation, including:
 - 1) National or multi-regional media engagement
 - 2) Partnerships involving large corporations or brand names
 - 3) Use of the Toys for Tots name or logo in commercial promotions
 - 4) Any activity that may generate national attention
- b. When in doubt, Coordinators must consult their Regional Campaign Manager or the Foundation prior to proceeding.

12.8 **Donor and Sponsor Recognition**

- a. Coordinators are encouraged to recognize donors and sponsors in a professional and appropriate manner. Recognition should:
 - 1) Be consistent with Foundation guidelines. Detailed information found in the Marketing Guide published annually.
 - 2) Avoid exclusivity or endorsement conflicts

- 3) Reflect appreciation without implying ownership of the Program
- b. Local recognition efforts must not conflict with national-level partnerships or agreements.
- c. Reach out to the Vice President of Business Development to deconflict all donations over \$5,000.

12.9 **Prohibited Marketing and Communications Activities**

- a. The following activities are not authorized:
 - 1) Unauthorized use of the Toys for Tots name or logo
 - 2) Independent national-level marketing or fundraising campaigns
 - 3) Political endorsements or affiliations using the Program
 - 4) Messaging that is misleading, inappropriate, or inconsistent with the mission
- b. Protecting the integrity of the brand is essential to maintaining public trust.

SECTION XIII --- PROMOTIONAL MATERIALS & TOY COLLECTION BOXES

13.1 Purpose

a. The Marine Toys for Tots Foundation (MTFTF) provides promotional materials and toy collection boxes to support local campaign operations, increase public awareness, and ensure consistent national branding. These materials are designed to assist Coordinators in executing effective toy collection efforts within their communities.

13.2 Standard Promotional Material Packages

a. Each year, the Foundation provides standardized promotional material packages to authorized campaigns based on campaign size and classification. These packages are structured to:

- 1) Ensure equitable distribution of resources
- 2) Support campaign visibility and outreach
- 3) Align with Foundation budgeting and logistics planning

b. Campaigns may accept or decline the standard package through the Secure Section within the established timeline.

c. If no action is taken, the standard package will be issued by default.

13.3 Toy Collection Boxes

a. Toy collection boxes are provided annually to support local donation efforts. The quantity of boxes issued is based on campaign size and operational requirements. Collection boxes are a critical component of campaign visibility and should be placed in appropriate, high-traffic locations within the campaign's Area of Responsibility (AOR).

13.4 Ordering and Acceptance Process

a. Coordinators must confirm acceptance or declination of promotional materials and collection boxes through the Secure Section. Key requirements:

- 1) Orders must be submitted within the established deadline
- 2) Shipping information must be verified and accurate
- 3) Coordinators are responsible for ensuring delivery locations are appropriate and accessible

b. Failure to submit required information may result in automatic fulfillment of standard packages.

c. Failure to confirm or decline within the established timeline may result in automatic fulfillment of standard material packages based on campaign size and prior-year activity.

13.5 Special Order Items

- a. In addition to standard packages, Coordinators may request select promotional items through the Special-Order process, subject to availability. Special orders are intended to support:
 - 1) Unique campaign events
 - 2) Community outreach efforts outside standard campaign timelines
 - 3) Additional operational needs
- b. Availability of special-order items may vary based on inventory and procurement timelines.

13.6 Shipping and Delivery

- a. Promotional materials and collection boxes are distributed according to Foundation-established timelines. The Foundation's objective is to ensure all materials are delivered prior to the start of the Christmas campaign season. Coordinators must:
 - 1) Provide accurate delivery addresses
 - 2) Ensure delivery locations are capable of receiving shipments
 - 3) Communicate any issues with delivery promptly
- b. Incorrect or incomplete shipping information may result in delays or misdirected shipments.

13.7 Coordinator Responsibility

- a. Coordinators are responsible for:
 - 1) Proper use and distribution of promotional materials
 - 2) Placement and monitoring of collection boxes
 - 3) Maintaining accountability of Foundation-provided materials
 - 4) Ensuring materials are used in accordance with branding guidelines
- b. Promotional materials are provided to support the mission and must not be used for unauthorized purposes.
- c. Ensuring promotional materials and collection boxes are used only for authorized Toys for Tots campaign purposes and are not repurposed for non-approved activities.

13.8 Additional Guidance

- a. Detailed information regarding promotional material packages, quantities, timelines, and ordering procedures is provided annually through Foundation memorandums and the Secure Section. Coordinators are responsible for reviewing and complying with all current-year guidance.

SECTION XIV --- SUPPLEMENTAL TOY PROGRAM (DETAILED PROCEDURES)

14.1 Purpose

a. This section provides detailed procedures and expectations for participation in the Supplemental Toy Program. Supplemental support is intended to assist campaigns in meeting documented toy shortfalls and must be requested and managed in accordance with Foundation policy.

14.2 Program Overview

- a. The Supplemental Toy Program operates in two phases:
 - 1) Initial Supplemental Shipment (Foundation-directed)
 - 2) Second Supplemental Shipment (Coordinator-requested)
- b. As outlined in Section 4.2, supplemental support is not guaranteed and is based on demonstrated need, available resources, and responsible stewardship of Foundation funds.

14.3 Initial Supplemental Shipment

- a. Initial supplemental shipments are determined and executed by the Foundation prior to the peak distribution period. Coordinators do not apply for initial supplemental support. Shipment decisions are based on a comprehensive review of campaign data, including:
 - 1) Prior-year AAR performance
 - 2) Carryover inventory levels
 - 3) Campaign fund balances
 - 4) Local collection capability
 - 5) Overall Foundation inventory and budget constraints
- b. Campaigns that demonstrate strong local capability or sufficient resources will not receive an initial shipment.

14.4 Second Supplemental Request Process

- a. Campaigns experiencing inventory shortfalls may request additional support through the Second Supplemental process.
- b. All requests must be submitted through the Secure Section and must include complete and accurate information. Requests must reflect actual, current need — not projections or estimates unsupported by data.
- c. The Second Supplemental Request Form, located on the Secure Section, normally comes available the Monday after Thanksgiving weekend.

14.5 Required Information for Requests

- a. To be considered for supplemental support, requests must include:

- 1) Current number of children registered and projected total
- 2) On-hand inventory by age group
- 3) Toys collected locally and purchased to date
- 4) Identification of specific age-group shortages
- 5) Any changes in demand or coverage from the prior year
- 6) Clear distinction between actual on-hand inventory and projected needs.

b. Incomplete or inaccurate submissions may be returned for correction or require additional information prior to review.

14.6 Evaluation Criteria

a. Second supplemental requests are evaluated based on a combination of operational and financial factors, including:

- 1) Prior-year toys distributed per child (AAR ratio)
- 2) Current inventory levels and identified shortfalls
- 3) Local collection and purchasing efforts
- 4) Available campaign funds
- 5) Alignment with prior-year service levels

b. Toys-per-child (AAR ratio) is a primary indicator of local campaign capacity and is used as a key threshold factor in determining supplemental eligibility.

c. Requests must demonstrate that local resources have been reasonably utilized before Foundation support is considered. Carryover inventory levels, particularly when exceeding established thresholds, will be considered in evaluating supplemental need.

d. Campaigns with sufficient available funds may be required to utilize those funds prior to receiving supplemental support.

14.7 Decision Outcomes

a. Second supplemental requests will result in one of the following outcomes:

- 1) **Approved.** Request is validated and supplemental support is assigned.
- 2) **Request for Additional Information.** Additional detail is required to determine need.

Coordinators must provide requested information before further consideration.

3) **Resubmission Required.** Request contains errors or inconsistencies and must be corrected prior to review.

14.8 Coordinator Responsibilities

a. Coordinators are responsible for:

- 1) Submitting accurate and complete requests
- 2) Responding promptly to requests for additional information
- 3) Ensuring requests reflect true operational need
- 4) Maintaining transparency in reporting inventory and demand

b. Failure to provide accurate or timely information may delay or prevent supplemental support.

c. Campaign compliance with financial policies, including proper use of the Purchase Card and timely submission of required documentation, may be considered when determining supplemental eligibility.

14.9 Stewardship Considerations

a. Supplemental toys are funded through donor contributions and must be allocated responsibly. Campaigns with:

- 1) Strong local support
- 2) High toys-per-child ratios
- 3) Sufficient available funds may receive reduced or no supplemental support.

b. This ensures that Foundation resources are prioritized for campaigns with the greatest need.

c. Supplemental support will not be used to offset unutilized local resources or replace reasonable purchasing capability.

14.10 Final Allocation and Distribution

a. All supplemental allocations are made at the discretion of the Foundation. Availability of toys, timing of requests, and logistics constraints will impact final fulfillment.

b. Coordinators must plan accordingly and not rely solely on supplemental support to meet campaign needs.

14.11 Additional Guidance

a. Detailed timelines, submission windows, and procedural updates are provided annually through Foundation memorandums and the Secure Section. Coordinators are responsible for reviewing and complying with all current-year guidance.

SECTION XV --- NATIVE AMERICAN PROGRAM (NAP)

15.1 Purpose

a) The Native American Program (NAP) is a targeted initiative of the Marine Toys for Tots Foundation (MTFTF) designed to provide toys and books to children living on Native American reservations and in tribal communities.

b) The program ensures that children in geographically remote and underserved areas receive support during the Christmas season.

15.2 Program Structure

a) The NAP operates through a coordinated model between local Coordinators and the Foundation.

1) Local Coordinators identify and validate requirements within their Area of Responsibility (AOR)

2) The Foundation reviews, adjudicates, and fulfills approved requests

b) This structure ensures that support is accurately targeted, non-duplicative, and aligned with available resources.

15.3 Identification of Tribal and Reservation Support Requirements

a) Coordinators with Native American tribes or reservations within their AOR are responsible for:

1) Identifying tribes and reservations requiring support

2) Coordinating with tribal representatives or local agencies

3) Determining the number of children to be served

4) Ensuring requests reflect legitimate and supportable need

b) Coordinators must ensure that identified tribes or reservations are not already supported by another campaign or Coordinator.

c) Boundary coordination is essential to prevent duplication of support.

15.4 Submission of NAP Requests

a) All NAP requests must be submitted through the Secure Section. Requests must include:

1) Identification of the tribe or reservation

2) Number of children to be supported

3) Supporting information validating the requirement

4) Confirmation that the request does not duplicate another campaign's effort

b) Incomplete or conflicting submissions may delay review or require additional coordination.

15.5 Foundation Review and Adjudication

a) All NAP requests are reviewed and adjudicated by the Foundation. The review process considers:

- 1) Validity of the requirement
- 2) Confirmation of non-duplication across campaigns
- 3) Alignment with program priorities
- 4) Available inventory and funding

b) The Foundation retains final authority on all NAP approvals.

15.6 Procurement and Distribution

a) For approved NAP requests, the Foundation coordinates directly with designated toy and book vendors to fulfill requirements. Shipments are arranged by the Foundation and may be delivered:

- 1) Directly to the tribe or reservation
- 2) To a designated distribution partner
- 3) Through a local Coordinator, when appropriate

b) This centralized procurement and logistics model ensures efficiency and consistency across all NAP distributions.

15.7 Separation of Traditional Campaigns and NAP Operations

a) When a Coordinator's AOR includes Native American tribes or reservations, the Coordinator may request to operate:

- 1) A traditional local campaign, and
- 2) A separate NAP-supported effort

b) This request must be submitted to the Foundation and is subject to approval.

c) The Foundation will adjudicate whether separation is appropriate based on:

- 1) Scope of the requirement
- 2) Operational feasibility
- 3) Program alignment

d) Approval ensures clear accountability and proper tracking of resources.

15.8 Coordinator Responsibilities

a) Coordinators participating in the NAP are responsible for:

- 1) Ensuring accuracy of submitted requests
- 2) Coordinating with tribal or community representatives
- 3) Avoiding duplication with neighboring campaigns
- 4) Supporting distribution when required

b) All NAP activities must be conducted in coordination with the Foundation.

15.9 Stewardship and Accountability

a) NAP support is funded through donor contributions and must be managed with the same level of accountability as all Toys for Tots operations. Accurate reporting, proper coordination,

and adherence to Foundation guidance are required to ensure continued support of Native American communities.

15.10 Additional Guidance

a) Specific timelines, submission procedures, and program updates are provided annually through Foundation memorandums and the Secure Section. Coordinators are responsible for reviewing and complying with all current-year NAP guidance.

SECTION XVI --- TOYS FOR TOTS LITERACY PROGRAM

16.1 Purpose

- a) The Toys for Tots Literacy Program is a year-round initiative of the Marine Toys for Tots Foundation (MTFTF) designed to provide books and educational resources to children in underserved communities.
- b) The purpose of the program is to enhance children's ability to read and communicate effectively, thereby improving their opportunity for future success.

16.2 Program Overview

- a) The Literacy Program expands the mission of Toys for Tots beyond the Christmas season by addressing childhood literacy challenges throughout the year.
- b) The program focuses on:
 - 1) Providing books to children who may not otherwise have access to age-appropriate reading materials
 - 2) Supporting schools, including Title I institutions, and community-based organizations
 - 3) Promoting reading as a foundational life skill

16.3 Foundation Management

- a) The Literacy Program is centrally managed by the Foundation. The Foundation is responsible for:
 - 1) Program funding and resource allocation
 - 2) Coordination with national and regional partners
 - 3) Procurement and distribution of books
 - 4) Establishing program priorities and eligibility criteria
 - 5) Review and approval of all Literacy Program requests

16.4 Coordinator Participation

- a) Local Coordinators may support Foundation-directed Literacy Program efforts within their Area of Responsibility (AOR), only when requested or authorized by the Foundation.. Coordinator involvement may include:
 - 1) Identifying eligible schools or organizations (e.g., Title I schools)
 - 2) Assisting with outreach and coordination
 - 3) Supporting distribution efforts when specifically requested
 - 4) Facilitating communication between community organizations and the Foundation
- b) Participation is not mandatory and must not interfere with the execution of the annual Christmas campaign and align with Foundation direction.

16.5 Request and Approval Process

- a) All Requests for Literacy Program support must be submitted through the Secure Section or via Foundation-directed processes. Requests must include:
 - 1) Identification of the school or organization
 - 2) Description of the population to be served
 - 3) Estimated number of children
 - 4) Confirmation of eligibility (e.g., Title I designation, underserved population)
- b) All requests are reviewed and adjudicated solely by the Foundation, subject to program funding and established priorities.

16.6 Distribution and Accountability

- a) The Foundation coordinates procurement and distribution of books through approved vendors and logistics partners. Distribution may occur:
 - 1) Directly to schools or organizations
 - 2) Through Coordinators, when specifically authorized
- b) All distributions must be:
 - 1) Accounted for
 - 2) Aligned with program intent
 - 3) Documented in accordance with Foundation guidance

16.7 Relationship to the Christmas Campaign

- a) The Literacy Program is separate from the annual Christmas campaign and does not replace or diminish the primary mission of toy collection and distribution during the Christmas season.
- b) Coordinators must ensure participation in Literacy Program or other approved activities does not interfere with holiday campaign readiness, local resource sufficiency, or the ability to meet Christmas demand.

16.8 Stewardship and Impact

- a) The Literacy Program represents a strategic investment in the long-term development of children served by the Toys for Tots Program. By providing books and educational materials, the Foundation reinforces its commitment to:
 - 1) Supporting children beyond the holiday season
 - 2) Promoting literacy and lifelong learning
 - 3) Strengthening communities through education.

16.9 Additional Guidance

- a) Specific program guidance, timelines, Title I submission windows, and approval procedures are provided annually by the Foundation through memorandums and the Secure Section.
- b) Coordinators are responsible for complying with all current-year Literacy Program and approved Other Than Christmas (OTC) requirements.

SECTION XVII --- OTHER THAN CHRISTMAS CAMPAIGN EVENTS AND ENDEAVORS

17.1 General

a) The primary mission of the Marine Toys for Tots Program remains the annual Christmas toy collection and distribution campaign conducted during the October through December timeframe.

b) From time to time, local campaigns may support limited “Other Than Christmas” (OTC) events and endeavors that align with the Foundation’s mission of delivering hope and assistance to children in need throughout the year.

c) OTC events are intended to supplement, not replace, the annual Christmas campaign and must never interfere with Christmas campaign planning, fundraising, warehousing, inventory accountability, or distribution operations.

d) All OTC activities conducted using the Toys for Tots name and logo must receive prior approval from the Marine Toys for Tots Foundation through the appropriate Regional Campaign Manager (RCM).

e) Coordinators must ensure OTC events are conducted professionally and in a manner that reflects positively on the United States Marine Corps, Marine Forces Reserve, and the Marine Toys for Tots Foundation.

17.2 Authorized OTC Activities

a) All Examples of authorized OTC activities may include:

- 1) Back-to-school drives and distribution events
- 2) Literacy initiatives and book distributions
- 3) Disaster response support coordinated through the Foundation
- 4) Summer programs benefiting disadvantaged children
- 5) Holiday support events conducted outside the traditional Christmas campaign period
- 6) Community outreach events specifically approved by the Foundation.

17.3 Approval Requirements

a) All OTC events must be coordinated through the Regional Campaign Manager prior to public announcement, fundraising, or distribution activities.

b) Requests for approval should include:

- 1) Description and purpose of the event
- 2) Proposed dates and location
- 3) Organizations or partners involved
- 4) Estimated number of children supported
- 5) Description of requested Foundation support, if any

c) Coordinators shall not independently obligate the Foundation to recurring commitments, partnerships, or support agreements without written approval.

17.4 Inventory and Financial Accountability

- a) All toys, books, school supplies, or other donated items distributed during OTC events remain subject to the same accountability standards required during the annual Christmas campaign.
- b) All monetary donations received through the use of the Toys for Tots name and logo must be processed in accordance with Section VII of this SOP.
- c) Coordinators must maintain accurate inventory and distribution records for OTC activities.
- d) Foundation-purchased supplemental inventory intended for the annual Christmas campaign shall not be redirected to OTC activities without approval from the Foundation.

17.5 Public Messaging

a) While the Christmas Holiday Campaign remains your primary operational focus, Coordinators are encouraged to highlight the year-round impact of Toys for Tots within their communities, including Christmastime efforts as well as year-round programs such as our Toys for Tots Literacy Program, Foster Care Program, and Disaster Response and Recovery Program.

1) Emphasize the value of Toys for Tots' year-round programs and initiatives by sharing how OTC efforts, as part of the expanded Marine Toys for Tots Foundation mission, help bridge gaps and extend support to children in need beyond the holiday season—ensuring they have access to essential resources, encouragement, and opportunity throughout the year while remaining rooted in the Program's core mission.

2) Reinforce that the annual holiday campaign remains Toys for Tots' primary effort, while also sharing how year-round programs help sustain and expand impact in local communities.

3) Ensure all messaging and materials align with Toys for Tots branding and promotional guidelines, maintaining consistency and integrity across both Christmastime and year-round efforts to reflect a unified mission.

SECTION XVIII --- COMPLIANCE, AUDITS, AND INVESTIGATIONS

18.1 Purpose

- f) The purpose of this section is to ensure all Toys for Tots campaigns operate in full compliance with Marine Corps directives, Foundation policies, and applicable laws and regulations.
- g) Strong compliance and oversight are essential to maintaining donor trust, protecting program integrity, and ensuring the continued success of the Toys for Tots Program.

18.2 Compliance Requirements

- b) All Coordinators must comply with:
 - 1) This Standard Operating Procedures (SOP)
 - 2) Marine Corps Orders and Force Orders
 - 3) Foundation-issued memorandums
 - 4) Applicable federal, state, and local laws
- c) Compliance applies to all aspects of campaign operations, including:
 - 1) Financial management
 - 2) Toy collection and distribution
 - 3) Use of the Toys for Tots name and logo
 - 4) Public communications and fundraising activities
- d) Failure to comply with these requirements may result in administrative action.

18.3 Foundation Oversight

- d) The Marine Toys for Tots Foundation (MTFTF) maintains oversight of all campaigns to ensure compliance and proper stewardship of resources. Oversight activities include:
 - 1) Routine monitoring of campaign operations
 - 2) Review of financial transactions and documentation
 - 3) Evaluation of After-Action Reports (AARs)
 - 4) Regional Campaign Manager (RCM) administrative reviews
- e) Coordinators are expected to cooperate fully with all oversight activities.

18.4 Audits

- e) The Foundation is subject to independent financial audits and regulatory review. Local campaign activity may be included in these audits to verify:
 - 1) Accuracy of financial reporting
 - 2) Proper use of funds
 - 3) Adequate documentation and recordkeeping
 - 4) Inventory management
 - 5) Validation of reported carryover inventory through independent verification processes
- f) Coordinators must:
 - 1) Maintain complete and accurate records
 - 2) Provide documentation upon request

- 3) Respond promptly to audit inquiries
- g) Audit readiness is a continuous responsibility, not a year-end activity.

18.5 Recordkeeping Requirements

- b) Coordinators must maintain records sufficient to support:
 - 1) Financial transactions
 - 2) Inventory accountability
 - 3) Distribution activities
 - 4) AAR submissions
- c) Records must be:
 - 1) Accurate and organized
 - 2) Retained in accordance with Foundation guidance
 - 3) Available for review upon request
- d) Proper recordkeeping is essential for compliance and audit verification.

18.6 Reporting Irregularities

- a) Any suspected or confirmed irregularities must be reported immediately to the Foundation. This includes:
 - 1) Misuse of funds
 - 2) Unauthorized use of the Toys for Tots name or logo
 - 3) Theft or loss of inventory
 - 4) Fraudulent activity or misrepresentation
- b) Timely reporting allows the Foundation to take appropriate action and protect the Program.

18.7 Investigations

- a) The Foundation reserves the right to investigate any activity that may:
 - 1) Violate SOP requirements
 - 2) Compromise financial integrity
 - 3) Damage the reputation of the Program
- b) Investigations may include:
 - 1) Review of financial records
 - 2) Interviews with Coordinators or volunteers
 - 3) Coordination with Marine Corps authorities or law enforcement, when appropriate
- c) Coordinators are required to fully cooperate with any investigation.

18.8 Administrative Action

- a) When violations occur, the Foundation may take administrative action, including:
 - 1) Suspension or revocation of Purchase Card privileges
 - 2) Removal of Coordinator authority
 - 3) Denial of supplemental support
 - 4) Requirement to reimburse unauthorized expenditures

- 5) Other corrective actions, as appropriate
- b) Actions are taken to protect the integrity of the Program and ensure accountability.

18.9 Protection of the Program

- a) Every Coordinator plays a role in protecting the Toys for Tots Program. This includes:
 - 1) Adhering to all policies and procedures
 - 2) Exercising sound judgment
 - 3) Safeguarding donor resources
 - 4) Maintaining transparency in all operations
- b) The strength of the Program depends on consistent compliance at every level.

18.10 Additional Guidance

- a) Additional compliance requirements and updates may be issued through Foundation memorandums and guidance from Regional Campaign Managers.
Coordinators are responsible for staying informed and complying with all current-year requirements.

APPENDICES

A	TFT Coordinator Acknowledgement of Responsibilities (USMC ONLY)
B	Gratuitous Service Agreements (USMC Only)
C	Hold Harmless Agreement
D	IRS Letter - Marine Toys for Tots Foundation Federal ID #
E	Guidance Addressing Improper/Illegal Use of Toys for Tots Name/Logo
F	Sample Letter (notification of toy donation from local business)
G	Sample Letter (acknowledgment of toy donation)
H	Sample Letter (notification of service support from local business)
I	Sample Letter (acknowledgment of service support donation)
J	Safety Checklist
K	Purchasing Card Acknowledgment Form
L	Mobilization Contingency Plan
M	Checklist FOR local Toys for Tots Coordinators
N	Donated Toys Valuation Project
O	Sample After Action Report
P	Volunteer Service Verification Form
Q	Blank Certificate of Liability Insurance (COI)
R	Photo Release Authorization (for adults and for children)



Acknowledgement of Responsibilities

Marine Corps Reserve Toys for Tots Program Marine Forces Reserve (MFR) Unit Campaign Coordinator

Date: _____

Coordinator Rank / Name: _____

Unit Name/ Location: _____

The annual Marine Corps Reserve Toys for Tots campaign is the Marine Corps' premier community outreach program. Since 1947, Marine Corps personnel, both in the Reserve and Active Components, have positively touched the lives of millions of economically disadvantaged children, assisting them in becoming responsible, productive, patriotic citizens. As stated in ForO 5000-24.2, Enclosure (1), Chapter 1, Section 1.h.,

"In keeping with the Commander's intent, Commanding Officers (Cos) / Inspector – Instructors (I-Is) will select the "right" individual to be the Coordinator; someone who has exceptional planning, coordinating, managing, and supervising skills and will be actively engaged throughout the planning and execution phases of the Program. Due to complex coordination and managerial requirements, recommend E-5s (active duty, AR or SMCR) and above to be appointed as unit Coordinators. When a new Coordinator is appointed, the CO / I-I will ensure a proper turnover takes place between the new Coordinator and the previous Coordinator when feasible. To maintain continuity, the new coordinator should have served as the assistant coordinator during the previous campaign if at all possible."

The Marine or Sailor agrees to:

1. Comply with the provisions of MCO 5726.14F, US MARINE CORPS RESERVE TOYS FOR TOTS PROGRAM; the Marine Forces Reserve ForO 5000-24.2, POLICY FOR THE CONDUCT OF THE ANNUAL MARINE CORPS RESERVE TFT PROGRAM; and the Standard Operating Procedures (SOP) for Local Toys for Tots Campaigns.
2. Forward all donations and funds to the Marine Toys for Tots Foundation within five (5) working days of receipt.

3. Submit itemized receipts via the online Secure Site within five (5) business days after the transaction posts to the Logbook. Itemized receipts must be submitted weekly, without proper adherence, the purchase card will go into an inactive status until all paperwork is received.
4. Complete the annual campaign After Action Report (AAR) and submit no later than 15 January 2027 after the campaign.
5. Complete all purchases using the Bank of America (BoFA) Purchase Card. Pay particular attention and read Section 6.25 of Reference (d) and Reference (e) concerning the Foundation's reimbursement policy. Use of personal credit cards or personal funds is not authorized to conduct Toys for Tots business. **If you or one of your Marines, Sailors, and/or volunteers makes a conscious decision to use their personal credit card, the Foundation WILL NOT reimburse the Coordinator.** Exceptions to this policy will only be granted at the Chief Operating Officer level.
6. Maintain communications with the Foundation from when assigned as the campaign coordinator until all administrative requirements have been completed, i.e. AAR, Verification Requests (VRs) with supporting receipts, etc. Contact your appropriate Regional Campaign Manager to verify that you do not have any outstanding administrative paperwork.
7. Carry out the purpose of the Toys for Tots program by providing toys for economically disadvantaged children at Christmas.
8. Coordinator has, at a minimum, a current SECRET security clearance. The reason for this is not due to the coordinator having access to classified material; it is to satisfy the requirement that every campaign coordinator must have a background investigation.

Coordinator's Signature:

Commanding Officer (CO) or Inspector –
Instructors (I-I) Rank / Name:

Commanding Officer (CO) or Inspector –
Instructors (I-I) Email address and/or Phone
Number:

Commanding Officer (CO) or Inspector –
Instructors (I-I) Signature:



**MARINE CORPS RESERVE TOYS FOR TOTS PROGRAM
GRATUITOUS SERVICE AGREEMENT
(USMC Sites ONLY)**

I, _____, by signing this Agreement, agree to provide gratuitous
(Name of Volunteer)

and/or volunteer services as a Toys for Tots volunteer for _____,
(Marine Unit and/or Command)

in compliance with 10 U.S.C. §1588. I agree to provide such services without expectation of compensation. I further understand that such gratuitous service does not constitute Government service for purposes of Federal retirement benefits or preference in hiring for paid Federal employment positions. Any reimbursement for incidental expenses shall be subject to the availability of funds and the discretion of the commanding officer/coordinator of

_____ and the Marine Toys for Tots Foundation.
(Name of Marine Unit and/or Command)

In compliance with 10 U.S.C. §1588(a)(3)(A), the nature of my service will be to provide volunteer services for the Toys for Tots Program. I understand that as a Toys for Tots volunteer, I will not be considered a Federal employee for any purpose other than the Federal Tort Claims Act (28 U.S.C. §§1346(b), 2671, 2672, and 2674-2680) and the Military Claims Act (10 U.S.C. §§ 2731-2738). I may also be entitled to compensation under the Federal Employees' Compensation Act (5 U.S.C. §§ 8101-8193), should I suffer any personal injuries in the performance of my volunteer services for the Toys for Tots Program.

I understand that as a Toys for Tots volunteer, any personal information provided to me during my volunteer services is, and will be, protected from release to any individual by the Privacy Act of 1974. I agree to hold myself to the highest standards of confidentiality in this regard. I further understand that any issues pertaining to military members, their families, donors, or recipients of Toys for Tots items will be discussed ONLY with those individuals with a "need to know."

This document encompasses all understandings between myself and

_____ as it pertains to my volunteer services for the Toys for Tots Program.
(Marine Unit and/or Command)

Volunteer Signature/Date: _____

Coordinator Signature/Date: _____





Waiver, Release and Hold Harmless Agreement

In consideration of permission granted by the Marine Toys for Tots Foundation ("Foundation") allowing me to participate as a Toys for Tots Volunteer during the 2026 Marine Corps Reserve Toys for Tots Program National Campaign (the "Activity"), which will occur from 1 April _____ through 31 March _____.

I (together with my parent or guardian, if I am under a legal disability or am under the age of eighteen (18)) represent and agree, on behalf of myself and my heirs, successors, assigns, and any other person claiming by, under or through me, as follows:

1. I acknowledge that participating in the Activity involves certain risks, some of which I may not fully appreciate, and that injury, death, property damage or other loss or harm could occur to me or others. I accept and voluntarily incur all risks of any injury, damage, loss or harm to me which arises during or results from my participation in the Activity, including any associated travel, and regardless of whether or not caused in whole or in part by the negligence, action, omission and/or other fault of the United States Marine Corps and/or the Foundation, the Foundation's Board of Directors, Officers, employees, agents or insurers ("Released Parties").
2. I acknowledge that should I operate my personal vehicle while participating in any Activity on behalf of the United States Marine Corps and/or the Foundation, it is my duty to have a current personal auto insurance policy which must provide for bodily injury liability, property damage liability, as well as physical damage liability. I acknowledge and understand that my personal auto insurance policy is primary & non-contributory. I accept and incur all risks of any bodily injury or property damage liability, personal injury, and/or property damage that may occur to my personal vehicle as result of the use while participating in any Activity.
3. I expressly hold harmless the Released Parties from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys' fees and other litigation costs and expenses) incurred by any of the Released Parties as a result of any claims or suits that I (or anyone claiming by, under or through me) may bring against any of the Released Parties to recover any losses, liabilities, damages, costs or expenses that arise during or result from the operation of my personal vehicle while participating in the Activity, regardless of whether or not caused in whole or part by the negligence, action, omissions and/or other fault of any of the Released Parties.
4. I also waive all claims against any of the Released Parties for any injury, damage, loss or harm to me, whether known and unknown, which arises during or results from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence, action, omission and/or other fault of any of the Released Parties. I release and forever discharge the Released Parties from all such claims.
5. I further agree to indemnify and hold the Released Parties harmless from all losses, liabilities, damages, costs or expenses (including but not limited to reasonable attorneys' fees and other

litigation costs and expenses) incurred by any of the Released Parties as a result of any claims or suits that I (or anyone claiming by, under or through me) may bring against any of the Released Parties to recover any losses, liabilities, damages, costs or expenses that arise during or result from my participation in the Activity, regardless of whether or not caused in whole or part by the negligence, action, omissions and/or other fault of any of the Released Parties.

6. I have carefully read and reviewed this Waiver, Release and Hold Harmless Agreement. I understand it fully and I execute it voluntarily.

EXECUTED this date: _____.

Volunteer
Signature: _____

Volunteer
Name: _____

Parent or
Guardian
Signature
(if applicable): _____

Parent or
Guardian
Name (if
applicable): _____

Volunteer / Parent or Guardian Email Address

Volunteer / Parent or Guardian Phone Number

Emergency Contact Name

Relationship to Volunteer

Emergency Contact Email Address

Emergency Contact Phone Number

Emergency Contact Address

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **APR 18 2006**

MARINE TOYS FOR TOTS FOUNDATION
C/O MATTHEW T COOPER
PO BOX 1947
QUANTICO, VA 22134

Employer Identification Number:
20-3021444
DLN:
17053182015025
Contact Person: LYNN HALL ID# 75092
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
DECEMBER 31
Public Charity Status:
170(B) (1) (A) (VI)
Form 990 Required:
YES
Effective Date of Exemption:
MAY 26, 2005
Contribution Deductibility:
YES
Advance Ruling Ending Date:
DECEMBER 31, 2009

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

MARINE TOYS FOR TOTS FOUNDATION

We have sent a copy of this letter to your representative as indicated in your power of attorney.

Sincerely,

A handwritten signature in black ink, appearing to read "Lois G. Lerner". The signature is fluid and cursive, with the first name "Lois" being more prominent.

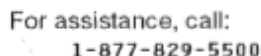
Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)
Statute Extension

Letter 1045 (DO/CG)

Date of this notice: March 16, 2009
Notice Number: CP-158
Taxpayer Identification Number:
20-3021444

Advance Ruling Period Ending Date:
December 31, 2009



Our records indicate that you were issued an advance ruling letter that treated you as a public charity, rather than a private foundation, during an advance ruling period that ends on the date indicated above. That letter required you to file IRS Form 8734 at the end of your advance ruling period to establish that you qualify as a public charity.

New IRS regulations changed the procedures governing your public charity status. You are no longer required to file Form 8734 at the end of the ruling period. The regulations also provide that donors can rely on your advance ruling letter with respect to your public charity status unless the IRS changes that status, based on the organization no longer meeting an applicable public support test, and publishes notice of the change.

If you have received Form 8734 from the IRS, please do not file it. Please keep your advance ruling letter along with this letter for your permanent records.

The regulations also changed the rules for computing public support, consistent with the redesigned Form 990, Return of Organization Exempt from Income Tax. For more information regarding those rules and the redesigned Form 990, please see the IRS website at www.irs.gov/eo.

(Rev. 07/2008)

MARINE TOYS FOR TOTS FOUNDATION GUIDANCE FOR ADDRESSING THE IMPROPER OR ILLEGAL USE OF THE TOYS FOR TOTS NAME/LOGO

1. Upon learning that an individual or organization is using the Toys for Tots name/logo without prior approval from a local TFT Campaign Coordinator (Marine Reserve Unit or LCO), Marine Forces Reserve, or MTFTF, the following actions should be taken:

a. Seek information about the individual or organization misusing the name/logo and determine their intentions. In many cases, the individual or organization does not realize what they are doing is illegal. Get as much information as you can about the individual or organization, i.e., name of organization, point of contact name, address, email address, phone number, etc.

b. Inform the Foundation.

c. Provide the organization a letter based off the template on the next page (sent via email preferably copying the appropriate Regional Campaign Manager and the Vice President, Operations at the Foundation).

d. If the individual or organization represents a cause that will reflect positively on both the Toys for Tots Program and the U.S. Marine Corps, request they support your program or apply for authorization to conduct a local community campaign (if outside your campaign's area of responsibility, i.e., 40-50 miles is a good distance estimate).

e. Should the individual or organization not wish to support the U.S. Marine Corps Reserve Toys for Tots Program, or fail to meet accepted standards, or if the local unit prefers not to have them support the local program, the TFT Coordinator should refer them to the Foundation.

f. Most people will participate with the unit or stop at this point, but should they continue to operate outside the law, notify the Foundation, in writing, of all details, including attempts to reach the individual or organization.

g. At this point, the Vice President, Operations will write a letter to the individual or organization and the Coordinator should also contact local authorities. If the local authorities are contacted, be sure to get everything in writing and submitted to the Foundation in a timely manner.

2. It is imperative that each case be documented in its entirety so that proper legal action may be taken. Without documentation, unauthorized acts will continue to occur.

3. REMEMBER, YOUR ACTIONS REPRESENT THE MARINE CORPS. YOU MUST TAKE THE MORAL HIGH GROUND AND NOT GET ANGRY OR EMOTIONAL WITH THE INDIVIDUAL OR ORGANIZATION. LET THE FOUNDATION DO THAT YOU REMAIN A PILLAR IN YOUR COMMUNITY AND YOUR ACTIONS WILL NOT REFLECT POORLY ON YOU, THE PROGRAM, OR THE MARINE CORPS.

**MARINE TOYS FOR TOTS FOUNDATION GUIDANCE FOR ADDRESSING THE
IMPROPER OR ILLEGAL USE OF THE TOYS FOR TOTS NAME/LOGO**

[DATE]

[INDIVIDUAL NAME OR ORGANIZATION]

[ATTN: POINT OF CONTACT]

[ADDRESS LINE 1]

[ADDRESS LINE 2]

[CITY, STATE ZIP CODE]

[PHONE NUMBER]

NAME OF INDIVIDUAL OR ORGANIZATION POINT OF CONTACT NAME],

It has been brought to my attention that [ORGANIZATION NAME] is conducting a toy collection campaign using the Toys for Tots name and/or logo without the authorization of any official associated with the U.S. Marine Corps Reserve Toys for Tots Program. Acting in this manner, and in an area that is covered by an authorized Toys for Tots campaign, confuses the public into believing they are supporting the U.S. Marine Corps Reserve Toys for Tots Program, when, in fact, they are not.

The Toys for Tots name and logo have been duly registered with the U.S. Patent and Trademark Office of the U.S. Department of Commerce (Name - Reg. No. 1,680,712; Logo – Reg. No. 1,929,756). Accordingly, no individual or organization may use either the Toys for Tots name or logo without the authorization of an approved local coordinator of this program or by a representative of the Marine Toys for Tots Foundation. Your organization has no such authorization.

Helping less fortunate children during the Christmas season is a wonderful endeavor. I hope that you will work with the local Toys for Tots campaign in [LOCAL TOYS FOR TOTS CAMPAIGN LOCATION]. The local Marine Toys for Tots Program Coordinator is [NAME] and I can be contacted at [EMAIL] and [PHONE NUMBER]. Working with me and the Marines and volunteers of our local campaign will benefit numerous less fortunate children this Christmas season. Should your organization not wish to work with the U.S. Marine Corps Reserve Toys for Tots Program, you must operate using your own name and register with the appropriate state agencies to conduct a charitable endeavor. Continuing to operate using our name and/or logo directly violates U.S. copyright laws and misleads the public.

Should any questions arise, please contact me via email or phone.

Respectfully,

[LOCAL COORDINATOR NAME]

SAMPLE ONLY

Microsoft Word Template found on the Secure Section here: <https://lco-admin.toysfortots.org/local-coordinator-sites/lco-admin/secure-site/gift-in-kind/>

LETTER OF DONATION NOTIFICATION

THE WIDGET COMPANY **COMPANY LETTERHEAD**

Current Date

Vice President, Marketing & Development
Marine Toys for Tots Foundation
18251 Quantico Gateway Drive
Triangle, VA. 22172

To Whom It May Concern:

Re: Donation of Gifts

The Widget Company donated the following items to the Marine Toys for Tots Foundation

<u>ITEM</u>	<u>QUANTITY</u>	<u>VALUE</u>	<u>TOTAL VALUE</u>
Toy Truck	500	\$10.00	\$5,000.00
Footballs	500	\$15.00	<u>\$7,500.00</u>
Total			\$12,500.00

John J. Doe (Signature)
Vice President

SAMPLE ONLY

SAMPLE ONLY

Microsoft Word Template found on the Secure Section here: <https://lco-admin.toysfortots.org/local-coordinator-sites/lco-admin/secure-site/gift-in-kind/>

LETTER ACKNOWLEDGING DONATION OF TOYS

Unit/Local Community Org Heading/Address

Current Date

From: Toys for Tots Coordinator
To: Vice President, Marketing & Development
Marine Toys for Tots Foundation
18251 Quantico Gateway Drive
Triangle, VA 22172

Subj: Donation of Toys

1. The following Gift in Kind toy donation to the Marine Toys for Tots Foundation by _____ was received on _____ :

ITEM	QUANTITY
Toy Trucks	500
Footballs	500
Total	<u>1,000</u>

Typed Name and Grade
I & I

SAMPLE ONLY

SAMPLE ONLY

Microsoft Word Template found on the Secure Section here: <https://lco-admin.toysfortots.org/local-coordinator-sites/lco-admin/secure-site/gift-in-kind/>

LETTER OF SERVICE SUPPORT NOTIFICATION

COMPANY LETTERHEAD

Current Date

Vice President, Marketing & Development
Marine Toys for Tots Foundation
18251 Quantico Gateway Drive
Triangle, VA. 22172

To Whom It May Concern:

Re: Donation of Service Support

The Northwestern Telephone Company donated the following service support to the Marine Toys for Tots Foundation:

Three cellular phones with full service for 3 months from Oct 1 - Dec 25, 20__.

The value of this service support is \$250.00.

One free telephone line for 3 months from Oct 1 - Dec 25, 20__. The value of this service support is \$100.00.

Hauling service to pick up and transport toys for 3 months from Oct 1 -Dec 25, 20__. The value of this service support is \$2500.00 (includes vehicles, gas, and drivers).

Warehouse space to store and sort toys for 3 months from Oct 1 - Dec 25, 20__. The value of this service support is \$2000.00 (included 1000 square feet of warehouse space @ \$8.00 per square foot per year).

Six billboard (10' x 20') of advertisement for 3 months from Oct 1 - Dec 25, 20__. The value of this service support is \$1,500.00.

Ads on 5 company trucks/vans for 3 months from Oct 1 - December 25, 20__. The value of this service support is \$1,000.

Sincerely,

John J. Doe
Vice President

SAMPLE ONLY

SAMPLE ONLY

Microsoft Word Template found on the Secure Section here: <https://lco-admin.toysfortots.org/local-coordinator-sites/lco-admin/secure-site/gift-in-kind/>

LETTER ACKNOWLEDGING SERVICE SUPPORT

Unit/Local Community Org Heading/Address

Current Date

From: Toys for Tots Coordinator
To: Vice President, Marketing & Development
Marine Toys for Tots Foundation
18251 Quantico Gateway Drive
Triangle, VA 22172

Subj: Donation of Service Support

The following service support was received:

Three cellular phones with full service for 3 months from Oct 1 - Dec 25, 20__.

One free telephone line for 3 months from Oct 1 - Dec 25, 20__.

Hauling service to pick up and transport toys for 3 months from Oct 1 -Dec 25, 20__.

Warehouse space to store and sort toys for 3 months from Oct 1 - Dec 25, 20__.

Six billboard (10' x 20') of advertisement for 3 months from Oct 1 - Dec 25, 20__.

Ads on 5 company trucks/vans for 3 months from Oct 1 - December 25, 20__.

This service was provided by _____.
Company Name

Typed Name and Grade
I & I/Toys for Tots Coordinator

SAMPLE ONLY

Safety Checklist

<u>Health Emergency Preparation</u>	<u>Good</u>	<u>Needs Work</u>
Coordinator/volunteers have been trained to respond to health emergencies; or instructions are posted.	_____	_____
Emergency telephone numbers are posted (911/fire/ambulance)	_____	_____
First aid supplies and instructions are provided; Coordinator/volunteers know where to find them. Supplies suitable for injuries likely to occur in this area.	_____	_____
 <u>Fire Emergency Preparation</u>	 <u>Good</u>	 <u>Needs Work</u>
Fire extinguishers are easily accessible and have been checked and serviced as necessary. Fire extinguishers are the appropriate type.	_____	_____
Fire exits are accessible and unlocked from the inside. The path to fire exits is clear and free of obstacles. There is access to two fire exits from every point in the building.	_____	_____
Emergency escape routes are prominently posted.	_____	_____
Smoke detectors are installed. Batteries were tested.	_____	_____
 <u>Fire Prevention</u>	 <u>Good</u>	 <u>Needs Work</u>
Flammable materials are safely stored in proper containers away from sources of heat and sparks and clearly labeled.	_____	_____
Anything that makes flames or sparks is shielded, and the area is clear of trash, papers, and other potential fuel.	_____	_____
 <u>Housekeeping</u>	 <u>Good</u>	 <u>Needs Work</u>
Work areas are clean and orderly to prevent hidden hazards.	_____	_____

Floors, aisles, stairs, and entryways provide good traction and are free of cracks, bumps, and other hazards that could cause trips or falls.

Cleanup materials are provided for water, grease, or other materials that could create slippery conditions. Coordinator/volunteers are trained to clean up spills promptly.

The aisles are clear, free of tripping hazards, and well lit.

Stairs in good condition. No loose steps, provided with handrails, well lighted. Areas under stairways clear/no storage.

Storage

Good

Needs Work

Stored materials, products, and supplies are set in stable, balanced piles, to a reachable height. Sturdy stepladders are provided, if necessary.

Ladders are provided where needed, are of standard construction and in good condition.

Electrical

Good

Needs Work

Grounds are provided on power tools and extension cords. The equipment is in good operating condition.

The wires are in good condition and free of fraying. Wires and extension cords are not routed over metal objects or through doorways or window openings.

Circuits are not loaded beyond their capacity.

Lighting

Good

Needs Work

Light is sufficient for each job. Emergency lighting for power outages is installed. Emergency lights were tested.

Personal Protective Equipment.

Hard hats, gloves, boots, aprons, ear protectors, masks, and other protective equipment are provided, where appropriate, and are in use.

Volunteers are trained in the use of protective equipment.

Back Injury Protection

Good

Needs Work

All volunteers who do heavy lifting and moving are trained in back injury prevention and proper use of back support belts.

Volunteers who do heavy lifting and moving stretches and warm up to prevent sudden exertion of cold muscles.

Back support belts are used only to lift.

All volunteers who are not physically capable of heavy lifting and moving are instructed to leave these tasks to designated personnel.

Repetitive Motion Injury Prevention

Good

Needs Work

All volunteers who repeat the same movements throughout the day take stretch exercise breaks several times a day, as appropriate.

When possible, volunteers are given varied assignments, so they can avoid excessive stress on body parts while remaining productive.

New Volunteer Training

Good

Needs Work

New volunteers have been given basic safety training.

Automobiles and Motor Vehicles

Good

Needs Work

Operate automobiles and motor vehicles in a safe manner and in compliance with local laws.

Before engaging in cellular telephone conversations, pull over to the side of the road.

<u>Crime/Violence Prevention</u>	<u>Good</u>	<u>Needs Work</u>
Outdoor lighting is adequate, including the parking lot; lights are in working order.	_____	_____
Telephones are accessible to all work areas.	_____	_____
Building space is arranged so visitors can be observed.	_____	_____
Building space is arranged so volunteers will not be trapped in closed spaces.	_____	_____
Security guards, buddy system, or other methods are in place for late night operating hours.	_____	_____
Volunteers have received training in response to threats of violence.	_____	_____
Volunteers have received training in handling cash, both in the operating area and in transit.	_____	_____
Discreet storage is provided for volunteers' purses and other personal items.	_____	_____



Purchasing Card Acknowledgment Form

Your signature below confirms that you have read, understand, and agree to comply with the Marine Toys for Tots Foundation Purchasing Card Program guidelines.

The purchasing card is issued to Marine Toys for Tots Campaign Coordinators based on the need to purchase program-related goods and services. The card may be revoked at any time due to a change in position or misuse. Additionally, the card may be deactivated at any time for failure to comply with the requirements outlined below.

Please review each item carefully, initial where indicated, and return the completed form to your Regional Campaign Manager via email.

Cardholder Acknowledgments:

1. _____ (*initial here*) The cardholder named on this form is the only individual authorized to use the purchasing card and is responsible for all charges incurred.
2. _____ (*initial here*) Improper use of the purchasing card and/or personal charges may be considered misappropriation of Foundation funds and may result in disciplinary action, up to and including termination from the program.
3. _____ (*initial here*) Cardholders must comply with all internal control procedures to safeguard Marine Toys for Tots Foundation assets. This includes submitting itemized receipts through the Logbook in a timely manner (no later than five (5) days following the transaction postdate), adhering to proper card security measures, and following all applicable Standard Operating Procedures (SOP).
4. _____ (*initial here*) The cardholder understands that the card may be deactivated if itemized receipts are not submitted within the required timeframe (no later than five (5) days following the transaction postdate).
5. _____ (*initial here*) This card must be used for all Toys for Tots–related purchases. Use of a personal credit card is prohibited and will not be reimbursed.
6. _____ (*initial here*) This card is to be used like a debit card. Sufficient funds must be available in your Foundation-managed account (Online Financial Report) prior to use. Do not contact Bank of America to inquire about account balances.

7. _____ (*initial here*) For new Coordinators receiving a card prior to annual Training, the only authorized purchase is Training-related travel, and only after receiving approval from your Regional Campaign Manager. No other purchases are permitted until after Training.
8. _____ (*initial here*) PIN and Email Authorization: Many retailers require a PIN to complete transactions. You are responsible for memorizing your PIN and maintaining it securely. Some online transactions may require verification codes sent to your toysfortots.org email address.
9. _____ (*initial here*) ZIP Code: Some vendors require a ZIP code. The Foundation ZIP code is 22172.
10. _____ (*initial here*) Billing Address: For recurring bill payments, use your personal address. For online purchases, use the Foundation's billing address.
11. _____ (*initial here*) Record the phone number listed on the back of your card in case it is lost or stolen. If this occurs, immediately notify your Regional Campaign Manager during business hours. If she is unavailable, contact Bank of America directly to request that a replacement card be sent to the Foundation, and email your Regional Campaign Manager to inform her of the situation.
12. _____ (*initial here*) The cardholder agrees to regularly monitor their Financial Report and promptly report any fraudulent charges to their Regional Campaign Manager.
13. _____ (*initial here*) Reimbursement: Complete all purchases using the Bank of America (BoFA) Purchase Card. Pay particular attention and read in the SOP Purchasing Section regarding the reimbursement policy. Use of personal credit cards or personal funds is not authorized to conduct Toys for Tots business. If you or one of your volunteers makes a conscious decision to use their personal credit card, the Foundation WILL NOT reimburse the Coordinator or volunteer. Exceptions to this policy will only be granted at the Chief Operating Officer level.

Cardholder Information

Cardholder Printed Name: _____

Cardholder Signature: _____

Date: _____

Assigned Six-Letter Account Code:
(Admin Site Password) _____

Toys for Tots Mobilization Contingency Plan

1. **Situation.** Extensive worldwide military operations have required and will continue to require the mobilization of Reserve Units (Army, Marine Corps, Navy, and Air Force) to augment regular forces. The likelihood that more Marine Reserve Units will be mobilized in the future establishes the need for a contingency plan to ensure the annual U.S. Marine Corps Reserve Toys for Tots campaign will be conducted without interruption. All aspects of the program are affected by the mobilization of forces. Organizations presently included in the Toys for Tots program are: Marine Forces Reserve (MFR), Marine Toys for Tots Foundation (MTFTF), Marine Corps League (MCL) Detachments, Peacetime-Wartime Support Team (PWST), and other local organizations within each community.

2. **Mission.** The mission of all local coordinators is to conduct the annual Toys for Tots Campaign without interruption, bringing the joy of Christmas to less fortunate children in the United States.

3. **Execution.** Each Marine Reserve Unit must have procedures in place to enable a designated organization to assume responsibility for the annual local Toys for Tots campaign in the event the unit is mobilized. The designated organization should be prepared to continue managing the local Toys for Tots campaign until the mobilization mission is completed, and the unit returns to its reserve center.

a. **Concept.** The reserve unit will identify the replacement organization (typically a Marine Corps League detachment that is home-based in the Reserve Unit's community) and ensure that the leadership of the organization is knowledgeable of the conduct of a local Toys for Tots campaign. The reserve unit will have a turnover folder which includes the plan for the conduct of the annual campaign, the location of all toy drop sites, the pickup schedule, the location of the sort and storage facility, the names, addresses and phone numbers of all local points of contact, and an explanation of administrative and fund handling procedures. Information regarding the replacement organization will be provided to MTFTF.

b. **Marine Forces Reserve.** The headquarters of Marine Forces Reserve is responsible for publishing Force Order P5726.1_ and supervising activities of U.S. Marine Corps Reserve Units. MFR and MTFTF have signed a Memorandum of Understanding (MOU) outlining the tasks of each organization. One such task is the Foundation's supervisory responsibility of activities of all Local Community Organizations (LCO's).

c. **MTFTF.** The fund raising and support organization for the U.S. Marine Corps Reserve Toys for Tots Program.

d. **Reserve Units.** Conduct local Toys for Tots campaigns until mobilized. Reserve Units will have plans in place to continue local campaigns in the event the unit is mobilized.

e. **Replacement organizations (MCL Det/LCO).** Work with Reserve Units prior to mobilization and be prepared to assume full leadership and management responsibility for local TFT campaigns in the event Reserve Units are mobilized.

f. PWST's. These teams will be used to the maximum extent possible to assist Reserve Units and replacement organizations in the conduct of the annual Toys for Tots campaign.

g. Coordinating Instructions:

1) Reserve Units will coordinate with MTFTF to ensure seamless transition of leadership and management responsibilities in the event of mobilization.

2) MFR and MTFTF will work closely to facilitate this seamless transition.

4. **Admin & Logistics**. Administrative and logistical support of the annual Toys for Tots campaign are as follows:

a. Assign responsibilities to PWST's, remain behind personnel, detachment volunteers, service organization volunteers, and any other support personnel working with the unit in support of TFT.

b. Meet regularly to plan for the upcoming campaign and provide two-way communication between the Reserve Unit and the backup/support personnel who will take charge in the event mobilization occurs.

c. Create a backup vehicular support plan. Government vehicles will probably deploy/mobilize with the unit.

d. Communication with the Foundation becomes critically important when inexperienced coordinators are placed into a position of responsibility. The Foundation staff can provide invaluable assistance.

e. Promotional materials will continue to be shipped upon request.

f. Foundation assistance available M-F 0800-1700 Eastern time. Contact information is available in the Secure Section of the local website, "Foundation Contact Information."

5. **Reports**. Should the worldwide situation dictate that a reserve unit be mobilized, that unit will be notified by higher headquarters when such mobilization occurs. Subsequently, the unit TFT Coordinator will notify MTFTF of mobilization and provide the name, mail/UPS address, phone and fax number, and email address of the replacement coordinator.

6. **Checklist**. The checklist on the following page is provided as a reminder of the importance placed upon campaign preparedness.

7. **Approval**. This plan has been approved by CMFR and the President, Marine Toys for Tots Foundation.

Checklist for Local Toys for Tots Coordinators

- ☐ Read Force Order 5000-24.2, and the SOP for Local TFT Campaigns
- ☐ Locate Turnover Folder from previous coordinator – if none, contact your Regional Campaign Manager for assistance
- ☐ Review the detailed instructions in the Welcome Letter sent from your Regional Campaign Manager
- ☐ Establish and maintain communications with the appropriate Regional Campaign Manager
- ☐ Review previous year's AAR to know what info you will need to collect
- ☐ Arrange with local businesses to be toy drop off locations
- ☐ Develop a regular toy pick up schedule and adhere to schedule
- ☐ Provide each drop off location a written copy of the pick-up schedule
- ☐ Provide each drop off location a name and phone number for questions
- ☐ Arrange to have full time phone watch during working hours from October 1st through Christmas Eve to respond to questions
- ☐ Keep an updated website with all pertinent information
- ☐ Coordinate with local media for coverage of campaign events
- ☐ Establish a toy distribution policy/plan
- ☐ Make liaison with local social services agencies to assist in toy distribution
- ☐ Complete distribution of toys on/or before December 24 IAW the distribution policy/plan
- ☐ Utilize the online financial record for all account activity (deposits, purchases, and transfers, as appropriate)
- ☐ Ensure all expense transactions have complete and itemized receipts and have been submitted promptly
- ☐ Forward all donations received and funds raised using the overnight mail envelopes and billable stamps provided by the Foundation to the designated Des Moines address
- ☐ Maintain a running log of information for the unit after action report
- ☐ Prepare and submit after action report before January 15th
- ☐ Develop and leave a turnover folder for your successor which includes:
 - Force Order
 - Foundation SOP
 - Well maintained Online Financial Report and Logbook
 - Local Letter of Instruction
 - Local drop site map/instructions
 - Local points of contact
 - Local companies providing support
 - Volunteer list
 - Media contacts
 - Other pertinent information related to local campaign

Donated Toys Valuation Project

The instructions below provide guidance and details concerning the Locally Donated Toy Valuation Project that the Foundation conducts each year. Further information can be found in Section 6.13 of the SOP.

Instructions:

- 1) Participating sites selected and notified by the Foundation
- 2) Foundation letter of introduction and notification presented by visitors to local coordinator
- 3) Identification of high traffic collection sites by the local coordinator
- 4) Visit by project representative – contact with local coordinator before proceeding
- 5) Project representative visits high traffic collection sites
- 6) View 10-20 toys per collection site
- 7) Photograph each toy for data collection
- 8) Price toy in store or online
- 9) Create database spreadsheet with essential information (toy description, SKU, collection site location (address, city, & state), and price)
- 10) Return to home site w/ photos and completed spreadsheet
- 11) Report completed and forwarded to the Foundation

2025 AFTER ACTION REPORT

12)

SEND EMAIL TO COORDINATOR >>		EDIT AAR >>	PREVIOUS AARs >>
Date Completed:			
SITE INFORMATION:			
Reserve Site/Local Community Organization:			
Address:			
City:	State:	Zip:	
Coordinator:	Home/Office Phone: _____	Mobile Phone:	
Asst Coord:	Home/Office Phone:	Mobile Phone:	
Total number of volunteers this year: 100			
Did your campaign receive any support from U.S. Marine Corps Recruiters? False			
Has there been a child/youth volunteer who's made an impact in your community through Toys for Tots? False			
MONETARY CONTRIBUTIONS:			
Funds in local campaign account			
Transferred into local account by the Foundation: <i>(Auto-calculated)</i>		7572.75	
Deposited into local account by the Foundation: <i>(Auto-calculated)</i>		5595.41	
Local Deposits: <i>(Auto-calculated)</i>		<u>10463.11</u>	
Total of donations collected locally (begins 1/15/):		<u>\$23631.27</u>	
Total amount spent for toy purchases:		\$7678.28	
Total amount spent for other than toys:		<u>\$12804.30</u>	
Percentage spent for other than toy purchases: <i>(Auto-calculated)</i>		62.51 %	
Total amount forwarded to the TFT Foundation:		<u>\$10463.11</u>	
Donations not forwarded to the TFT Foundation: <i>(Auto-calculated)</i>		<u>\$13168.16</u>	
Provide reasons all donations were not forwarded to the Foundation:			

All Funds Forwarded	
2024 INVENTORY	
Inventory from previous year campaign	
<i>Total number of Toys, Books, and Stocking Stuffers in your campaign inventory carried over from the 2024 campaign and as reported on the previous year's campaign's After Action Report. These numbers are provided by the Foundation and cannot be modified by the local campaign. If any of these numbers are inaccurate, contact the Foundation.</i>	
Total number of toys: (Auto-Calculated)	7668
Total number of books: (Auto-Calculated)	0
Total number of stocking stuffers: (Auto-Calculated)	0
Adjustments to Inventory from previous year campaign	
As of 1 October 2025 Inventory is as follows:	
Total number of toys:	7668
Total number of books:	0
Total number of stocking stuffers:	0
Reason if applicable:	
Everything still in storage	
2025 INVENTORY	
Total Remaining Inventory after the 2025 Campaign as of 31 December 2025	
Enter the total number of Toys, Books, and Stocking Stuffers currently in your inventory that will carry over to the 2026 campaign.	
Total number of toys:	6158
Total number of books:	0
Total number of stocking stuffers:	0
Location of Inventory Storage:	
pending move to storage	
GIFT TRANSFERS BETWEEN LOCAL CAMPAIGNS AND UNITS:	
Gifts you received from another Local Campaign(s) or UNIT(s)	
Total number of Toys, Books, and Stocking Stuffers you received from other Toys for Tots Local Campaigns and Units.	

RECEIVED FROM			
Sending Unit	Toys	Books	Stuffers
Totals:			
Total number of toys:			0
Total number of books:			0
Total number of stocking stuffers:			0
Gift transfers you sent to another Local Campaign(s) or UNIT(s)			
<i>Total number of Toys, Books, and Stocking Stuffers you transferred to other Toys for Tots local campaigns and units.</i>			
TRANSFERRED TO			
Receiving Unit	Toys	Books	Stuffers
Totals:			
Total number of toys:			0
Total number of books:			0
Total number of stocking stuffers:			0
GIFTS COLLECTED:			
Gifts received as Gift In Kind from Foundation Corporate Sponsors			
<i>Gift In Kind donations from the Foundation's National Corporate Sponsors. This DOES NOT include Gift In Kind from Local Campaign Sponsors. Local Campaign Gift In Kind donations should be included in the Collected by Local Campaign section below.</i>			
Total number of toys:			436
Total number of books:			116
Total number of stocking stuffers:			0
Gifts received from the Foundation			
<i>Gifts purchased and shipped by the Foundation. These numbers are provided by the Foundation and cannot be modified by the local campaign. If any of these numbers are missing or inaccurate, contact the Foundation. DO NOT account for these gifts in another section of the After Action Report</i>			
Total number of toys: (Auto-Calculated)			3569
Total number of books: (Auto-Calculated)			1012
Total number of stocking stuffers: (Auto-Calculated)			0

If your After Action Report Does Not Balance, your Inventory **MUST** balance before you can continue with the After Action Report.

To revise your numbers do one of the following:

1. Revise Gift Transfers
2. Revise Gifts Collected
3. Revise Gift Distributions
4. Revise Total Remaining Inventory after the current Campaign
5. For numbers that are auto-calculated and you are not able to revise, contact your Accounting Specialist

	Total Remaining Inventory reported in Section 3:	Auto-Calculated Remaining Inventory based on Sections 4, 5, and 6:
Total number of toys:	6158	6158
Total number of books:	0	0
Total number of stocking stuffers:	0	0
Total number of children receiving toys:		11625
Average number of toys given to each child: (Auto-calculated)		2.59

MEDIA SUPPORT:

Television

List the TV stations supporting, and their network affiliation (ABC, NBC, CBS, FOX, etc.):

none in area

Radio

List the radio stations supporting, and their network affiliation (ABC, NBC, CBS, FOX, etc.):

none in area

Print Media

List any newspapers, magazines, or other print media supporting:

n/a

Social Media

Is your site involved with the social media sites "Facebook" or "Twitter"?

YES ▼

If "Yes" explain briefly:

<https://www.facebook.com/T4TChesterCounty>

COMMENTS:

1. List significant promotions or events that were effective:
Limoncello event - 1 1/2 box trucks worth
2. List any significant problems incurred during the campaign, and any comments or suggestions regarding future efforts:
Just the usual lack of volunteers and older kid toys
As Marine Toys for Tots Local Coordinators, you, your Marines, and volunteers work tirelessly to provide hope to your communities most vulnerable population – children in need. The Foundation, with its effort to assist children throughout the year, continues to expand your work through our assistance to children in state custody, like foster children, with the pilot program during Foster Care Awareness Month in 2022. We understand that local campaigns assist many of these children each Christmas, so we are eliciting your help to determine the number of children your local campaigns assist that may reside within the Foster Care system. As an example, children who may be in the social welfare system due to incarcerated parents. We understand that you do not track information like this through your individual family or organization registrations; however, we ask that you provide your best guess as to how many children you assisted that are under state custody through the Foster Care system.
0
If you used the new Mobile App for application management and distribution please provide any feedback: (1000 Characters)
did not use
If you used the new texting capability for application management and distribution please provide any feedback: (1000 Characters)
This isn't "new" any longer, is it?



**MARINE CORPS RESERVE TOYS FOR TOTS PROGRAM
VOLUNTEER SERVICE VERIFICATION FORM**

This form is to be used to track volunteer service hours. Some volunteers, such as employees participating in an employer charity program, high school students, scouts, etc. require verification of community service hours. Coordinators will retain copies of this form for two years.

In the event the Foundation notifies Coordinators about an employer charity program, please scan / email completed forms to your respective Regional Accounting Specialist.

Campaign Name (City, State) _____

Campaign Accounting Code / Region #: _____

Coordinator Name: _____

Coordinator Contact (email/phone): _____

Volunteer's Name: _____

Volunteer's Organization Name: _____

<u>Date</u>	<u>Activity</u>	<u>Hours</u>
<u>TOTAL HOURS</u>		

VOLUNTEER PRINTED NAME: _____

VOLUNTEER SIGNATURE: _____

DATE: _____

COORDINATOR PRINTED NAME: _____

COORDINATOR SIGNATURE: _____

DATE: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/9/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bearing Insurance Group, LLC 1035 Champions Way, Suite 700 Suffolk VA 23435		CONTACT NAME: Kendal Brown PHONE (A/C No. Ext): 800-541-1419 E-MAIL ADDRESS: mail@bearinginsurance.com FAX (A/C No.): 800-899-0146	
INSURED Marine Toys for Tots Foundation 18251 Quantico Gateway Drive Triangle VA 22172		INSURER(S) AFFORDING COVERAGE INSURER A: Selective Insurance Co of SC INSURER B: Hartford Fire Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
License: 6387078 MARITIME-01		NAIC # 19259 19682	

COVERAGES

CERTIFICATE NUMBER: 1999459766

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			8 2691356	5/22/2025	5/22/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			8 2691356	5/22/2025	5/22/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ n			8 2691356	5/22/2025	5/22/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	22WECVT2839	4/22/2025	4/22/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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PHOTO RELEASE FOR ADULTS

I hereby authorize and consent to the use of my visual image by the Marine Toys for Tots Foundation (MTTF), or its Corporate Sponsors and Direct Marketing agencies, for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications, and websites. MTTF sponsors and agencies will only use these images in conjunction with their support of and relationship with MTTF.

I give this consent with no claim for payment.

Name: _____

Signature: _____

Date: _____

In case the Foundation needs to contact you, please provide your phone number and email address:

Phone number: _____

Email Address: _____

18251 Quantico Gateway Drive, Triangle, Virginia 22172 Phone: (703) 640-9433 Fax: (703) 649-2054





PHOTO RELEASE FOR CHILDREN/MINORS (UNDER AGE 18)

As the Parent or Guardian of the child listed below, I hereby authorize and consent to the use of his/her visual image by the Marine Toys for Tots Foundation (MTFTF), or its Corporate Sponsors and Direct Marketing agencies, for appropriate purposes, including but not limited to: still photography, videotape, electronic and print publications, and websites. MTFTF sponsors and agencies will only use these images in conjunction with their support of and relationship with MTFTF.

I give this consent with no claim for payment.

Name of Child: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

In case the Foundation needs to contact you, please provide your phone number and email address:

Phone number: _____

Email Address: _____

18251 Quantico Gateway Drive, Triangle, Virginia 22172 Phone: (703) 640-9433 Fax: (703) 649-2054



For additional information or comments about the SOP, contact:

**The Marine Toys for Tots Foundation
Attn: Vice President, Operations
18251 Quantico Gateway Drive
Triangle, VA 22172**