

## STANDARD OPERATING PROCEDURE

### MORALE FUND

#### GENERAL INFORMATION

The Maine National Guard Moral Fund is established to assist unit commanders (directorates as appropriate) with Morale, Welfare and Recreation activities for the unit members and families. An application is processed through command channels to the Family Partnership Program Fund Council.

#### STRUCTURE

- A. Maine National Guard Morale Fund is a non-appropriated fund and is governed by AR 215-1.
- B. Administered by the Directorate of Personnel and Administration with the Family Program Coordinator as the funds manager with the Assistant Chief of Staff as cosigner.
- C. The amount of the request and approval is limited by the funds available, other requests and is left to the discretion of the council.

#### FUND SOURCES

- A. The Morale Fund receives money from the Recycle Account which is administered by the Directorate of Facilities.
- B. The Morale Fund receives money from the Camp Keyes Post Exchange sales and class six beverage sales through the Army/Air Force Exchange system.
- C. Semi-Annually each unit will be allocated funds based on monies available and strength of unit and the Maine National Guard.

#### USE OF FUNDS

- A. Morale Funds may be used for awards, mementos, incentives award program, food and beverages for special guests.
- B. Personalized Printing materials.
- C. Memberships, leasing and renting of recreational facilities.
- D. Other uses which the council deems as appropriate.

#### PROCEDURES

- A. Applications are generated at the unit level and processed through Command channels and then sent to the Family Program office.
- B. Request should be received 60 days prior to planned events.
- C. Applications will normally be reviewed by the council within 10 business days. Seven votes are needed to approve monies.

- D. The following may be used to assist the council
  - a. Priority will be given to deploying units activities.
  - b. Unit climate for the Family Program may be taken into account through a verbal report by the Family Program Coordinator at the council meeting.
  - c. Unit climate for retention to include retention rate in the unit.
- E. The Family Program office will inform the unit of the council's action on each request.
- F. Units with approved applications may have vendor's direct bill the Morale fund or check will be made out to POC within unit.
- G. Unit will submit an After Action Report so that the council may monitor the success of this fund.
- H. If requested funds are not completely used, any unused funds will be returned to the Family Program Office.
- I. Funds must be used for what unit requested them for.