

**Application Form for Local Community Organization to
Conduct a Local Toys for Tots Campaign**

(Current Date)

Marine Toys for Tots Foundation
Attn: Director of Operations
P.O. Box 1947
Marine Corps Base
Quantico, VA 22134

Dear Sir,

The _____,
(Organization Name)

located in _____, wishes to conduct a local Toys for Tots
(city & state)

campaign in support of the U.S. Marine Corps Reserve Toys for Tots program in our community. There is no Marine Corps Reserve Center within reasonable proximity of our organization. Details of our organization and our planned campaign are provided in the enclosure.

Sincerely,

Name
Position

Enclosure:
(1) Application for local Toys for Tots Campaign

**Application Form for Local Community Organization to
Conduct a Local Toys for Tots Campaign**

(Please Type or Print in Black Ink)

Date: _____

The _____ applies for approval to conduct a local Toys for Tots campaign in support of the U.S. Marine Corps Reserve Toys for Tots Program in (city, county, & state) _____

The following information (may) / (may not) be published to the MARFORRES homepage at www.marforres.usmc.mil/t4t.nsf and the Marine Toys for Tots Foundation web site at www.toysfortots.org

Organization Name: _____

Organization Chair/President Name: _____

Organization Mailing Address:

City, State & Zip: _____

Phone Number: (_____) _____ Fax #: (_____) _____

E-Mail Address: _____

Name of Toys for Tots Coordinator: _____

Mailing Address: _____

City, State & Zip: _____

Phone Number: (_____) _____ Fax #: (_____) _____

E-Mail Address: _____

Address for shipping of promotional & support materials if different from organization or T4T coordinator address: _____

Nearest Marine Corps Reserve Center & approximate distance in miles from the organization. _____

Brief description of the planned local Toys for Tots campaign: (use an attached sheet for this description)

NOTE: Description of the campaign should include but is not limited to: Number of organization members; estimated # of other local citizens expected to assist; estimated number of drop off locations; plan for a warehouse (s) for storing & sorting of toys; plan for distribution of toys - to include the names of the local social welfare agencies and church groups you plan to use to actually distribute the toys to needy children; estimated quantity of toys raised; estimated amount of cash donations expected; type of fundraising events you plan to conduct; dates of your campaign; other descriptions that you would like to include.

Certification:

The _____ agrees to:

1. Comply with the provisions of Marine Corps Order 5726.14E
2. Comply with the provisions of Marine Forces Reserve Order P5726.1A
3. Comply with the policy set forth in the SOP for local campaigns
4. Forward all donations and funds to the Marine Toys for Tots Foundation
5. Complete the annual campaign After Action Report and submit to the Foundation no later than 15 January after each campaign

The _____ further understands that the purpose of the Toys for Tots program is to provide toys for economically disadvantaged children at Christmas and that all proposed media releases regarding Toys for Tots must be forwarded to the Director of Operations, Marine Toys for Tots Foundation, P.O. Box 1947, Quantico, VA 22134 for review/approval prior to release to the media.

Signed: Toys for Tots Coordinator

Signed: Organization Chair/President