



SAN FRANCISCO BAY AREA CHAPTER

Crab Fest Planning Guide



NATIONAL NAVAL OFFICERS ASSOCIATION

Version:

10/5/2011

Crab Fest Planning Guide

Congratulations!

You have been selected as the chairperson/coordinator for the San Francisco Bay Area (SFBA) Chapter of the National Naval Officers Association (NNOA) annual crab fest to raise money to support the Hadwick and Lily Thompson Scholarship (HLTS) program.

The HLTS program is a \$1,000 scholarship awarded to two Bay Area graduating high school students, presented each spring.

This document is a guide to help you perform the duties of the crab fest chairperson/coordinator which include planning, coordinating, and facilitating the event.

1. Step-by-step Timing and Process
2. Event Checklist
3. Event Budget Worksheet

Step-by-Step Timing and Preparation and Process

6 – 9 months prior to crab fest:

Find a partner

Hosting an annual crab fest requires financial support from businesses in the local area and sponsor donations – this includes sponsorship from chapter members.

The best way to get support is to visit with prospective sponsors or business owners or representatives and present the NNOA mission and objectives, informing them of our commitment to helping minority students pursue a college education.

Meeting prospective sponsors can be done four ways:

1. Host a refreshment lunch and invite prospective sponsors to a monthly meeting for a presentation and familiarization.

2. Broadcast announce the crab fest at social events, i.e., church and/or other social visits or engagements.
3. Circulate flyers in local communities.
4. Brochures/handouts at local business establishments.

Set goals for the program

You should set goals for the program early in the school year. Set expectations for the following:

- Anticipate number of sponsors you would like to address.
- Anticipate amount of correspondence you will need.
- Anticipate any media releases, if desired.
- Anticipate timeframe for outcome.
- Be sure to use the SFBA website to announce the crab fest.
- Invite school administrative staff & faculty of HLTS scholarship award winners.

Define your target audience

- A common complaint from prospective sponsors is that they cannot understand their alignment with NNOA's scholarship mission objective. You can avoid confusion by clearing defining and articulating the target audience profile, and ensuring your presentation addresses much of their specific concerns up front by anticipating their individual issues.

Choose a date, time, and venue for meeting your sponsor(s)

- This depends on your method of solicitation and delivery. If you choose the refreshment option, ensure invitees are notified early enough to RSVP (*4-6 week notice is usually sufficient*). Flyer circulation should be done twice (4 weeks out/1 week out). Visits should be arranged by appointment, and if sponsor(s) prefer, use email correspondence for your more technologically savvy sponsors.

Forming a committee

- Draft individuals in the chapter to help perform your duties. You cannot do everything alone. Usually 3-4 people will be more than you need.

Marketing

- Be sure to add your event to the chapter “Strategic Calendar” so that members are aware of your methods and events. Coordinate with the PAO to release correspondence to the members via email and/or announcement at the monthly chapter meetings. And of course, approval from the chapter president is essential, especially if you require funding to host an event.

Facility

- Setup the dining room with a front stage.
- Seat 5-8 guests per table, if possible.
- Setup a membership drive and donation drive table in the rear of the room.
- Setup entertainment in front of the room with surround sound. Check with Base on availability of audio and visual unit – at minimum plug in portable radio.

Entertainment

- Entertainment is always nice. Contact several local bands or a DJ to determine cost. Arrange for one or the other based on budget. At minimum, connect radio to provide background music and entertainment.

Order of Events

- At least three weeks before the event, committee personnel should assist the chairperson/coordinator to develop the order of events, which will show the order in which things will happen the night of the crab fest. Be sure to allow time for social gathering, introductions, and recognitions.

CRAB FEST PLANNING GUIDE

CHECKLIST

Members approval

Set date and time

Select location / venue

Media marketing – flyers, announcements, Internet

Identify target group

Submit facility application (CGI Base)

Select committee personnel

Design / Develop ticket

Determine menu

Procedures for Base entry / access

Sale Tickets (member sale)

Procedures [games] for door prize or raffle

Contact / contract fish grotto

Form Cooking Committee

Purchasing [Supply / Materials / Goods] Committee

Form Setup Committee

Form Cleanup Committee

Setup Games / Door Prize Committee

Event Hours (e.g., 1800-2100)	
Arrange guess parking (Guest list to Security)	
Determine handicap requirement(s)	
Submit Beer / Wine request (on CGI Base)	
Directions / Map	
Post announcement / Directions on SFBA webpage	
Circulate Flyers in target community (CGI Base/Bay Area)	
Identify Servers / Food preparers	
Beverage – sale of beer, wine, water, soda	
Develop a theme for the crab fest	
Arrange music	
Visual display	
Video display (digital display of SFBA gallery)	
Sponsor / Donor letter of appreciation(s)	

Seafood Markets

Spenger's Fresh Fish Grotto: Ph: 510.845.7771

1919 Fourth Street
Berkeley, CA 94710

Justin's Crab Company:

Ph: 707.207.0588
Toll free: 888.901.CRAB

5100 Fulton Dr.
Fairfield, CA 94534

Tony Flyer

Ph: 650.393.3756

Referred: Capt Evan
Watanabe

SFBA Crab Fest Menu:		
	Sub / Estimate:	Total:
Crab (3 lbs/guest)		
Pasta		
Bread (dinner rolls)		
Salad (mixed)		
Pasta Sauce (Marinara/Creamy Fettuccini)		
Salad Dressing (Ranch/Oil & Vinegar)		
Butter		
Soda		
Water		
Napkins		
Plastic Forks		
Paper Plates		
Plastic Cups		
Wine		
Beer		
Total Expenditure:		

CRAB FEST BUDGET WORKSHEET

Cost of venue: \$ _____

Cost of invitations/ mailing: \$ _____

Cost of catering: \$ _____

- Food (Crab/Pasta/Salad, etc.)
- Soda
- Wine
- Beer
- Water

Cost of promotional goods: \$ _____

- Door prizes
- Brochures
- Giveaways (bags, pencils, pens)

Cost of presentation audio/visuals: \$ _____

Marketing/media costs: \$ _____

Cost of presentation materials: \$ _____

Cost of presentation materials: \$ _____

- Handouts
- CD-ROMs, if necessary

Cost of speaker/presenter: \$ _____

Cost of follow-up activity: \$ _____

Travel reimbursement cost: \$ _____

- Gasoline
- Bridge toll

TOTAL BUDGET: \$ _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

San Francisco Bay Area Chapter (SFBA) National Naval Officers Association (NNOA), Hereinafter referred to as “Host of the event” intends to host a party in the Point Welcome Room, Building Number Galley, on Coast Guard Island in Alameda, California on _____.

The host of the event hereby agrees to indemnify and hold harmless the United States, the Coast Guard, its officers, employees, agents, and servants (hereinafter referred to collectively as “The United States and The Coast Guard”) from any and all liability resulting from any and all liability resulting from any tortuous acts or omissions under the Federal Tort Claims Act (28 U.S.C. 2671 *et seq.*) or any other law, including the death or injury to any persons or loss or damage to the property of any persons resulting from the use of the facility by the host of the event.

The host of the event indemnifies and holds harmless The United States and The Coast Guard against all actions, claims, demands, liabilities, and damages that may in any manner be imposed on or incurred by The United States and The Coast Guard as a result of any act, default, or omission of the host of the event, its officers, employees, contractors, agents, or guests or the participants in its activities in connection with the host of the event’s use of the facility or for any injuries sustained by an individual who has come on the facility as a result of the host of the event’s use of the facility and may be injured in the course of participating in an inherently hazardous activity, an athletic installation, or another recreational activity while on the installation, whether or not the activity is a sanctioned part of the host of the event’s use of the facility.

If alcoholic beverages (beer, ale, and wine only) are served during the host of the event’s use of the facility, the host of the event indemnifies and holds harmless The United States and The Coast Guard against all actions, claims, demands, liabilities, and damages that may in any manner be imposed on or incurred by The United States and The Coast Guard as a result of any act or omission, no matter whether the act or omission occurs on or off the installation, following the consumption of alcohol at the facility by the host of the event, its officers, employees, contractors, agents, or guests or the participants in its activities.

The host of the event certifies that she is at least 21 years of age. He/She will ensure that the guests consuming alcoholic beverages will be at least 21 years of age. Beer and ale will be the

only alcoholic beverages available for the event. Food, games, and other forms of activities will be provided as a supplement. Non-alcoholic beverages will be provided to all attendees who want non-alcoholic beverages.

The host of the event will ensure to provide transportation for guests who are unable to drive.

The host of the event hereby acknowledges that **NEITHER** The United States nor The Coast Guard have given his/her authorization to sell alcoholic beverages, and that she is not licensed to sell alcohol at the event.

The host of the event indemnifies and holds harmless The United States and The Coast Guard for any use and/or potential misuse of the facility.

The host of the event expressly understands that The United States and The Coast Guard are not responsible for intoxicated attendees, their actions, and/or the consequences of their actions.

For the host of the event:

Sign and Date

Print Name

Title

For The Coast Guard:

Bernard J. Sandy, CDR
Executive Officer,
PSSU Alameda, CA

REQUEST FOR USE FORM

Facilities are available for use by authorized patrons only. Reservations for USCG mission, ops or training events are accepted anytime. MWR-related reservations by USCG Active Duty personnel are accepted 6 months in advance. All others, 3 months in advance.

Rank: _____ Last Name: _____ First Name: _____
Complete Unit or Home Address: _____ Bldg. #: _____
City: _____ State: _____ Zip Code: _____
Work Phone: _____ Home Phone: _____ Fax: _____
Coast Guard Affiliation/Unit: _____

Facility Requested

- _____ Gresham Conference Room¹ (\$310.00 fee + \$150.00 deposit)
- _____ Point Welcome Room² (\$310.00 fee + \$150.00 deposit)
- _____ Banners Club (\$225.00 fee + \$150.00 deposit)
- _____ Gazebo Picnic Area (\$210.00 fee + \$200.00 deposit)
- _____ East Eagle Picnic Area (\$210.00 fee + \$200.00 deposit)
- _____ Swimming Pool³ (\$150.00 fee + \$150.00 deposit)
- _____ Athletic Field (\$150.00 fee + \$150.00 deposit)
- _____ C.R. 35/Bldg. 16
- _____ Gymnasium
- _____ Basketball/Volleyball Court
- _____ Multi-Purpose Room

Note 1: Tables and Chairs in storage area.

Note 2: Tables and Chairs already in room.

Note 3: Certificate of lifeguard or rescue swimmer **MUST** be attached. Available for UNIT training between 0700 to 1100.

Arrival Date: _____ Time: _____ Departure Date: _____ Time: _____
(Hours: Mon – Sun 0700 – 2200. You must be checked out by ending time.)

Alcohol: **YES/NO** (Circle One)

FOOD: **YES/NO** (Circle One)

(Note: If you are requesting alcohol, please read and sign TWO copies of the Indemnification and Hold Harmless Agreement. These forms must be submitted to the MWR Office (in the Gym, Bldg. 16) ASAP after making the request in order to process and confirm the alcohol request.)

Number of Participants: _____

Reason for Request: (please be specific)

California Charities and Non-profit Organizations

Raffle Law – URL <http://ag.ca.gov/charities/raffles.php>

In California, charities and certain other private nonprofit organizations may conduct raffles to raise funds for beneficial or charitable purposes in the state.

This exception to the general constitutional prohibition against lotteries requires that at least 90 percent of the gross receipts from these raffles go directly to beneficial or charitable purposes in California.

Unless specifically exempted, a nonprofit organization must register with the Attorney General's Registry of Charitable Trusts prior to conducting the raffle and file financial disclosure reports on each raffle event. Forms for registering and reporting activities are provided on this web page.

Using the Registry's new search feature, you can now view information regarding raffles held by nonprofits in California. The information available includes registration and raffle report data (such as the amount of money collected), and dates on which a charity intends to hold a raffle. To look at information regarding raffles use the new [search feature](#).

What organizations qualify and how the raffles must be conducted are governed by Penal Code section 320.5, which was added by Senate Bill 639 (McPherson, Chapter 778, Stats. of 2000). For details, view the Frequently Asked Questions, Statutes and Regulations.

A review of charitable lottery activity in California is available in the publication Nonprofit Raffle Program Report to the Legislature.

CALIFORNIA CODE OF REGULATIONS TITLE 11, DIVISION 1,

CHAPTER 4.6. NON-PROFIT RAFFLE PROGRAM REGULATIONS

§ 410. Title and Scope.

This chapter shall be known as the Department of Justice Regulations for the Non-Profit Raffle Program. These regulations implement, interpret and make specific the establishment of a registration and reporting program for specified non-profit organizations, as required by Penal Code section 320.5, enacted by statute in 2000 and effective July 1, 2001. These regulations apply to any eligible organization, as defined in Penal Code section 320.5(c), which conducts a raffle as defined in Penal Code section 320.5(b) on or after July 1, 2001.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 411. Definitions.

The following definitions shall be applicable when used in these regulations:

- (a) "Administrative information" means any information maintained by the DOJ that is reasonably necessary for the DOJ to perform the duties required by Penal Code section 320.5. Such information includes, but is not limited to, the date a registration application or report is received, the date the registration takes effect, and the expiration date of the registration.
- (b) "Attorney General" means the California Attorney General or any employee of the Attorney General acting under the authority of the Attorney General.
- (c) "Department of Justice" means the California Department of Justice ("DOJ") or any employee of the DOJ acting under the authority of the DOJ.
- (d) "Eligible organization" means a private non-profit organization as defined in Penal Code section 320.5(c) and excludes those entities specified in Penal Code section 320.5(h).
- (e) "Fee" means the fee established by the DOJ as authorized by Penal Code section 320.5(h).
- (f) "Non-Profit Raffle Program" means all information, documents and other material filed with or maintained by the DOJ, including registration applications and electronic databases, reports and any processes, procedures or other means of effectuating the requirements of Penal Code section 320.5.
- (g) "Raffle" is defined in Penal Code section 320.5(b).
- (h) "Registrant" means an eligible organization which has filed an application to be registered in the Non-Profit Raffle Program.
- (i) "Registration application" or "registration form" means Form ct-NRP-1 (5/2002) which is incorporated by reference.

(j) "Report" means the completed Form ct-NRP-2 (5/2002) (which is incorporated by reference) that has been signed by a responsible fiduciary of the registrant declaring that the information therein is true and complete.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 415. Registration.

Every eligible organization shall, prior to conducting any raffle in California, be registered with the DOJ in the Non-Profit Raffle Program. The organization shall submit a registration application on Form ct-NRP-1 (5/2002), the form prescribed by the DOJ, which shall contain all of the information required, including a statement signed by a responsible fiduciary of the eligible organization (such as an officer or director of the organization), attesting that the information provided is true and correct. If the organization plans to conduct more than one raffle during the annual registration period (September 1 through August 31), it must indicate on the application form each date that it plans to conduct a raffle; however, if any date changes, the organization is not required to amend its application. Only one application is required during the annual registration period even if the organization conducts more than one raffle. The application shall be submitted in the manner required by these regulations. The registration application and the required fee shall be submitted to the address set forth in section 416.

The DOJ will establish an electronic form as a means of entering registration information via the Internet. An applicant who uses the Internet shall enter the required information electronically, print the form, sign it and submit it with the required fee to the address specified in section 416. The DOJ shall, after receipt of the registration application form, add to the registration application form any administrative information, as defined in section 411(a) of these regulations, which is reasonably necessary to administer or maintain the Program.

An eligible organization is not registered until it has received written confirmation from the DOJ as provided in section 422.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 416. Place of Filing.

The address to be used for delivery and receipt of mail, information, registration applications, amendments, fees, reports and other material required by Penal Code section 320.5 is:

DEPARTMENT OF JUSTICE OFFICE OF THE ATTORNEY GENERAL
ATTN.: NON-PROFIT RAFFLE PROGRAM 1300 I STREET
P.O. Box 903447 SACRAMENTO, CA 94203-4470

The telephone number to be used for inquiries relating to the Non-Profit Raffle Program is (916) 445-2021.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 417. Time of Registration.

If an eligible organization expects to conduct a raffle between July 1, 2001 and August 31, 2002, it shall submit a registration application which shall be postmarked or hand-delivered to the address specified in section 416 no later than September 1, 2001. Thereafter, a completed registration form and registration fee must be submitted by September 1 of each year (i.e., September 1 through August 31) during which a raffle is expected to be conducted. If an eligible organization which is not registered determines after September 1 of any year that it will conduct a raffle during the year (September 1 through August 31), the organization shall submit its registration application at least 60 days before the date the raffle is held.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 418. Fee for Registration.

The registration fee shall be determined by the DOJ. The fee is \$20 for the initial one-year registration period. As provided in section 320.5 of the Penal Code, the fee may be increased as necessary to cover the actual costs of the Department of Justice to administer and enforce Penal Code section 320.5.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 419. Registration Applications -Time for Processing.

(a) Within 30 calendar days after the date of receipt of a registration application, the DOJ shall either inform the applicant, in writing, that the application is complete and accepted for filing, or shall return the application as deficient and specify how the application is deficient and what information is required. If an application is returned because it is deficient, any fee submitted shall also be returned.

(b) Within 30 calendar days after the date of receipt of a completed application, including the required fee, the DOJ shall reach a decision whether to issue or deny the registration, unless the time is waived by the applicant, and shall inform the applicant in writing of the decision.

Note: Authority cited: Section 15376, Government Code; and Section 320.5, Penal Code. Reference: Section 15376, Government Code; and Section 320.5, Penal Code.

§ 419.1. Appeal Process.

(a) If the DOJ fails to meet the time periods for concluding the processing of an application, the applicant may apply in writing for a full refund of the application fee. The request must be received by the DOJ within 20 calendar days from the date of mailing of the final decision granting or denying the application.

(b) The DOJ shall respond within 15 calendar days from the date of receipt of a request for a refund.

(c) If the refund is denied, the applicant may directly appeal the denial in writing to the Attorney General. The appeal must be filed within 25 calendar days from the date of mailing of the denial of the refund. The appeal shall set forth a short statement of facts and a chronology of events regarding the application.

(d) The appeal in subsection (c) of this section will be promptly reviewed, and a decision will be issued within 30 calendar days from the completion of any investigation which the Attorney General deems appropriate. The appeal in subsection (c) of this section will be decided in the applicant's favor if the DOJ has exceeded its maximum time period for the issuance or denial of the registration application, and the DOJ has failed to establish good cause for exceeding this time period.

(e) The DOJ will provide information regarding this appeal process on the registration application Form ct-NRP-1 (5/2002).

Note: Authority cited: Section 15378, Government Code; and Section 320.5, Penal Code. Reference: Section 15378, Government Code; and Section 320.5, Penal Code.

§ 419.2. Denial, Revocation or Suspension of Registration.

(a) The DOJ may deny any registration application and may revoke or suspend any registration it has issued if the applicant:

(1) Submits false or misleading information in the application.

(2) Fails to meet or comply with any requirements set forth in Penal Code section

320.5 or these regulations.

(3) Engages in any conduct that is not in the best interests of the public's health, safety or general welfare.

(b) If the DOJ denies an application or revokes or suspends a registration it has issued, the DOJ shall inform the applicant in writing of the reasons for the denial, revocation or suspension.

(c) The eligible organization may reapply when it has remedied the matters which caused the denial, revocation or suspension.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 419.3. Appeal of Denial, Revocation or Suspension.

Each denial, revocation, or suspension of a registration, or any other administrative action taken against an applicant or registrant, shall be subject to Penal Code section 320.5(j).

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 420. Reporting Requirements.

Every eligible organization that is registered shall file, on or before September 1 of each year, a report for each raffle conducted which shall contain all of the required information, including a statement signed by a responsible fiduciary of the eligible organization attesting that the information provided is true and correct. The report shall be filed with the DOJ at the address set forth in section 416 on Form ct-NPR-2 (5/2002) in the manner required by these regulations. If an organization conducted more than one raffle during the reporting year, it must file a report on each raffle, but a report may be filed individually at anytime during the year or all the reports may be filed at the same time so long as they are filed on or before September 1.

The DOJ will establish an electronic means of providing the reporting information via the Internet. A registrant who uses the Internet shall enter the required information on the electronic form, print the form, sign it and submit it to the address specified in section 416. The DOJ shall, after receipt of the report form, add to the report form any administrative information, as defined in section 411(a) of these regulations.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 421. Non-Profit Raffle Program.

The DOJ shall maintain copies of all registration applications accepted for filing and copies of all reports provided pursuant to section 320.5 of the Penal Code, which together shall constitute the Non-Profit Raffle Program required by section 320.5 of the Penal Code. The DOJ may retain the foregoing information in electronic form so long as actual copies are archived and retrievable for the period prescribed by law.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 422. Proof of Registration.

After the DOJ has approved a registration application, the DOJ shall provide written confirmation to the eligible organization that it is registered.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 423. Conduct of Raffles.

After July 1, 2001, a raffle may be conducted by an eligible organization, provided the organization is registered with the DOJ as provided in section 320.5 of the Penal Code and these regulations.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Sections 320.5, Penal Code.

§ 424. Penalties for False Registration or Misrepresentation.

An eligible organization that submits false or misleading information in the registration application, or fails to provide required information in either the registration form or the raffle report form shall be subject to denial, revocation or suspension of its registration. Each instance of a misrepresentation, submission of false information, or failure to submit required information in the registration or reporting process shall constitute a separate violation.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 425. Requests by Attorney General.

Eligible organizations shall furnish all information, documents and other records requested by the DOJ pursuant to Penal Code section 320.5(h) in order to establish and maintain the Non-Profit Raffle Program.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

§ 426. Inquiries and Investigations.

Eligible organizations shall cooperate fully with any inquiry or investigation that may be undertaken by the Attorney General to enforce the provisions of Penal Code section 320.5.

Note: Authority cited: Section 320.5(h), Penal Code. Reference: Section 320.5, Penal Code.

Penal Code Section 320.5. Charitable Raffles

320.5. (a) Nothing in this chapter applies to any raffle conducted by an eligible organization as defined in subdivision (c) for the purpose of directly supporting beneficial or charitable purposes or financially supporting another private, nonprofit, eligible organization that performs beneficial or charitable purposes if the raffle is conducted in accordance with this section.

(b) For purposes of this section, “raffle” means a scheme for the distribution of prizes by chance among persons who have paid money for paper tickets that provide the opportunity to win these prizes, where all of the following are true:

(1) Each ticket is sold with a detachable coupon or stub, and both the ticket and its associated coupon or stub are marked with a unique and matching identifier.

(2) Winners of the prizes are determined by draw from among the coupons or stubs described in paragraph (1) that have been detached from all tickets sold for entry in the draw.

(3) The draw is conducted in California under the supervision of a natural person who is 18 years of age or older.

(4) (A) At least 90 percent of the gross receipts generated from the sale of raffle tickets for any given draw are used by the eligible organization conducting the raffle to benefit or provide support for beneficial or charitable purposes, or it may use those revenues to benefit another private, nonprofit organization, provided that an organization receiving these funds is itself an eligible organization as defined in subdivision (c). As used in this section, “beneficial purposes” excludes purposes that are intended to benefit officers, directors, or members, as defined by Section 5056 of the Corporations Code, of the eligible organization. In no event shall funds raised by raffles conducted pursuant to this section be used to fund any beneficial, charitable, or other purpose outside of California. This section does not preclude an eligible organization from using funds from sources other than the sale of raffle tickets to pay for the administration or other costs of conducting a raffle.

(B) An employee of an eligible organization who is a direct seller of raffle tickets shall not be treated as an employee for purposes of workers’ compensation under Section 3351 of the Labor Code if the following conditions are satisfied:

(i) Substantially all of the remuneration (whether or not paid in cash) for the performance of the service of selling raffle tickets is directly related to sales rather than to the number of hours worked.

(ii) The services performed by the person are performed pursuant to a written contract between the seller and the eligible organization and the contract provides that the person will not be treated as an employee with respect to the selling of raffle tickets for workers’ compensation purposes.

(C) For purposes of this section, employees selling raffle tickets shall be deemed to be direct sellers as described in Section 650 of the Unemployment Insurance Code as long as they meet the requirements of that section.

(c) For purposes of this section, “eligible organization” means a private, nonprofit organization that has been qualified to conduct business in California for at least one year prior to conducting a raffle and is exempt from taxation pursuant to Sections 23701a, 23701b, 23701d, 23701e, 23701f, 23701g, 23701k, 23701, 23701t, or 23701w of the Revenue and Taxation Code.

(d) Any person who receives compensation in connection with the operation of the raffle shall be an employee of the eligible organization that is conducting the raffle, and in no event may compensation be paid from revenues required to be dedicated to beneficial or charitable purposes.

(e) No raffle otherwise permitted under this section may be conducted by means of, or otherwise utilize, any gaming machine, apparatus, or device, whether or not that machine, apparatus, or device meets the definition of slot machine contained in Section 330a, 330b, or 330.1.

(f) (1) No raffle otherwise permitted under this section may be conducted, nor may tickets for a raffle be sold, within an operating satellite wagering facility or racetrack enclosure licensed pursuant to the Horse Racing Law (Chapter 4 (commencing with Section 19400) of Division 8 of the Business and Professions Code) or within a gambling establishment licensed pursuant to the Gambling Control Act (Chapter 5 (commencing with Section 19800) of Division 8 of the Business and Professions Code).

(2) A raffle may not be operated or conducted in any manner over the Internet, nor may raffle tickets be sold, traded, or redeemed over the Internet. For purposes of this paragraph, an eligible organization shall not be

deemed to operate or conduct a raffle over the Internet, or sell raffle tickets over the Internet, if the eligible organization advertises its raffle on the Internet or permits others to do so. Information that may be conveyed on an Internet Web site pursuant to this paragraph includes, but is not limited to, all of the following:

(A) Lists, descriptions, photographs, or videos of the raffle prizes.

(B) Lists of the prize winners.

(C) The rules of the raffle.

(D) Frequently asked questions and their answers.

(E) Raffle entry forms, which may be downloaded from the Internet Web site for manual completion by raffle ticket purchasers, but shall not be submitted to the eligible organization through the Internet.

(F) Raffle contact information, including the eligible organization's name, address, telephone number, facsimile number, or e-mail address.

(g) No individual, corporation, partnership, or other legal entity shall hold a financial interest in the conduct of a raffle, except the eligible organization that is itself authorized to conduct that raffle, and any private, nonprofit, eligible organizations receiving financial support from that charitable organization pursuant to subdivisions (a) and (b).

(h) (1) An eligible organization may not conduct a raffle authorized under this section, unless it registers annually with the Department of Justice. The department shall furnish a registration form via the Internet or upon request to eligible nonprofit organizations. The department shall, by regulation, collect only the information necessary to carry out the provisions of this section on this form. This information shall include, but is not limited to, the following:

(A) The name and address of the eligible organization.

(B) The federal tax identification number, the corporate number issued by the Secretary of State, the organization number issued by the Franchise Tax Board, or the California charitable trust identification number of the eligible organization.

(C) The name and title of a responsible fiduciary of the organization.

(2) The department may require an eligible organization to pay an annual registration fee of ten dollars (\$10) to cover the actual costs of the department to administer and enforce this section. The department may, by regulation, adjust the annual registration fee as needed to ensure that revenues will fully offset, but do not exceed, the actual costs incurred by the department pursuant to this section. The fee shall be deposited by the department into the General Fund.

(3) The department shall receive General Fund moneys for the costs incurred pursuant to this section subject to an appropriation by the Legislature.

(4) The department shall adopt regulations necessary to effectuate this section, including emergency regulations, pursuant to the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).

(5) The department shall maintain an automated database of all registrants. Each local law enforcement agency shall notify the department of any arrests or investigation that may result in an administrative or criminal action against a registrant. The department may audit the records and other documents of a registrant to ensure compliance with this section.

(6) Once registered, an eligible organization must file annually thereafter with the department a report that includes the following:

(A) The aggregate gross receipts from the operation of raffles.

(B) The aggregate direct costs incurred by the eligible organization from the operation of raffles.

(C) The charitable or beneficial purposes for which proceeds of the raffles were used, or identify the eligible recipient organization to which proceeds were directed, and the amount of those proceeds.

(7) The department shall annually furnish to registrants a form to collect this information.

(8) The registration and reporting provisions of this section do not apply to any religious corporation sole or other religious corporation or organization that holds property for religious purposes, to a cemetery corporation regulated under Chapter 19 of Division 3 of the Business and Professions Code, or to any committee as defined in Section 82013 that is required to and does file any statement pursuant to the provisions of Article 2 (commencing with Section 84200) of Chapter 4 of Title 9, or to a charitable corporation organized and

operated primarily as a religious organization, educational institution, hospital, or a health care service plan licensed pursuant to Section 1349 of the Health and Safety Code.

(i) The department may take legal action against a registrant if it determines that the registrant has violated this section or any regulation adopted pursuant to this section, or that the registrant has engaged in any conduct that is not in the best interests of the public's health, safety, or general welfare. Any action taken pursuant to this subdivision does not prohibit the commencement of an administrative or criminal action by the Attorney General, a district attorney, city attorney, or county counsel.

(j) Each action and hearing conducted to deny, revoke, or suspend a registry, or other administrative action taken against a registrant shall be conducted pursuant to the Administrative Procedure Act (Chapters 4.5 (commencing with Section 11400) and 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code). The department may seek recovery of the costs incurred in investigating or prosecuting an action against a registrant or applicant in accordance with those procedures specified in Section

125.3 of the Business and Professions Code. A proceeding conducted under this subdivision is subject to judicial review pursuant to Section 1094.5 of the Code of Civil Procedure.

(k) The Department of Justice shall conduct a study and report to the Legislature by December 31, 2003, on the impact of this section on raffle practices in California. Specifically, the study shall include, but not be limited to, information on whether the number of raffles has increased, the amount of money raised through raffles and whether this amount has increased, whether there are consumer complaints, and whether there is increased fraud in the operation of raffles.

(l) This section shall become operative on July 1, 2001.

(m) A raffle shall be exempt from this section if it satisfies all of the following requirements:

- (1) It involves a general and indiscriminate distribution of the tickets.
- (2) The tickets are offered on the same terms and conditions as the tickets for which a donation is given.
- (3) The scheme does not require any of the participants to pay for a chance to win.



NATIONAL NAVAL OFFICERS ASSOCIATION, INC
MEMBERSHIP APPLICATION

Mail Application with payment to:
 P.O. Box 10871
 Alexandria, VA 22310-0871

MEMBERSHIP CATEGORIES	MEMBERSHIP DUES
Regular Member: Membership is open to any active duty, reserve and retired officers of the sea services (USMC, USN, & USCG) and NOAA.	Annual Regular National Membership (Jul 01 – June 30): - \$100 for O4 & Above - \$ 50 for O3& Below & All Retired - Discount of 10% for 2-year membership or 15% for 3-year membership - Pro-ration New members only: <u>0-3&Below/Retirees:</u> <u>0-4&Above</u> - Sep-Dec: \$37.50 - Sep-Dec: \$75.00 - Jan-Mar: \$25.00 - Jan-Mar: \$50.00 - Apr-Jun: \$12.50 - Apr-Jun: \$25.00
Affiliate Member: Membership is open to any active duty, reserve and retired officers of the USA & USAF, USPHS, and interested civilians.	Affiliate Annual National Membership (Jul 01 – June 30) - \$100 USA & USAF O4+ & USPHS & Civilians - \$ 50 USA & USAF O3& Below & All Retired - Discount of 10% for 2-year membership or 15% for 3-year membership - Pro-ration New members only: <u>0-3&Below/Retirees:</u> <u>0-4&Above</u> - Sep-Dec: \$37.50 - Sep-Dec: \$75.00 - Jan-Mar: \$25.00 - Jan-Mar: \$50.00 - Apr-Jun: \$12.50 - Apr-Jun: \$25.00
Junior Member: Membership is open to Midshipmen, Cadets, and Officer Candidates of the Sea Services	Junior - Free for first year then \$5year until commissioned
Associate Member: Membership is open to any incorporated entity or nonprofit organization recommended by the Board of Directors.	Associate - \$500
Life Member: Membership is open to any individual that meets the criteria of general or affiliate membership.	Life Membership - \$750
Subscribing Life Member: This allows a general or affiliate member to convert their membership to a life membership in four installments.	Subscribing Life Membership – Four quarterly installments in the amount of \$187.50.

Membership Type: _____
 New Renewal Change of Address Request for Information
 Total Amount Due NNOA \$ _____

MEMBER INFORMATION

Name _____
 Rank/Grade/Title/Designator or MOS _____
 Service/Organization _____ Sponsor: _____
 Active Duty Reserve Retired Civilian
 Home Telephone: _____ Work Telephone: _____ Cell phone: _____
 Home Email Address: _____ Work Email Address: _____

COMMAND/ACTIVITY/WORK ADDRESS:

Address: _____
 City / PO OR APO: _____ State: _____ ZIP: _____

HOME ADDRESS:

Address: _____
 City / PO OR APO: _____ State: _____ ZIP: _____

Areas of Interest	
<input type="checkbox"/>	Service Recruiting
<input type="checkbox"/>	Mentoring:
<input type="checkbox"/>	- Would you like to be a mentor?
<input type="checkbox"/>	- Would like to have a mentor assigned to you?
<input type="checkbox"/>	NROTC/OCS
<input type="checkbox"/>	Youth Tutoring
<input type="checkbox"/>	Service Academies
<input type="checkbox"/>	NNOA Membership Programs
<input type="checkbox"/>	NNOA Membership Benefits
<input type="checkbox"/>	Training and Education Committee
<input type="checkbox"/>	Membership
<input type="checkbox"/>	Other
<input type="checkbox"/>	

NNOA Chapters			
<input type="checkbox"/>	Albany	<input type="checkbox"/>	Iwakuni
<input type="checkbox"/>	Annapolis	<input type="checkbox"/>	Jacksonville
<input type="checkbox"/>	At-Large	<input type="checkbox"/>	Kanto Plain
<input type="checkbox"/>	Atlanta	<input type="checkbox"/>	Lemoore
<input type="checkbox"/>	Bahrain	<input type="checkbox"/>	Memphis
<input type="checkbox"/>	Bayou	<input type="checkbox"/>	Miami
<input type="checkbox"/>	Bethesda	<input type="checkbox"/>	Monterey
<input type="checkbox"/>	Big Apple	<input type="checkbox"/>	New England
<input type="checkbox"/>	Camp Lejeune	<input type="checkbox"/>	Okinawa
<input type="checkbox"/>	Camp Pendleton	<input type="checkbox"/>	Oklahoma
<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Parris Island
<input type="checkbox"/>	Charleston	<input type="checkbox"/>	Pensacola
<input type="checkbox"/>	Cherry Point	<input type="checkbox"/>	Philadelphia
<input type="checkbox"/>	Coastal Bend/Gulf Port	<input type="checkbox"/>	Quantico
<input type="checkbox"/>	Dallas	<input type="checkbox"/>	San Diego
<input type="checkbox"/>	Detroit	<input type="checkbox"/>	San Francisco Bay Area
<input type="checkbox"/>	Great Lakes	<input type="checkbox"/>	Tampa
<input type="checkbox"/>	Guam	<input type="checkbox"/>	Tidewater
<input type="checkbox"/>	Hawaii	<input type="checkbox"/>	Twenty-nine Palms
<input type="checkbox"/>	Houston	<input type="checkbox"/>	Washington DC

MISSION STATEMENT

National Naval Officers Association (NNOA) actively supports the Sea Services in the development of a diverse officer corps through recruitment, retention, and career development. NNOA is essential in maintaining operational readiness by providing professional development, mentoring and support of cultural awareness.



Mail application with payment to:
 NATIONAL NAVAL OFFICERS ASSOCIATION, INC
 P.O. BOX 10871
 ALEXANDRIA, VA 22310-0871



National Naval Officers Association, Inc
"Serving the Sea Services"
P O Box 10871
Alexandria VA 22310-0871
www.nnoa.org

April 14, 2011

National Naval Officers Association San Francisco Bay Area Chapter
Attn: Chapter President

Subj: IRS 501(c)(3) Certification for EIN: 94-3087504

Dear Chapter President:

As of October 1982, the National Naval Officers Association, Incorporated (NNOA) was designated as a tax-exempt non-profit organization under 501(c)(3) of the Internal Revenue Service (IRS) Code exempt from federal income taxes. The organization was issued a Group Exemption Number of 3374. As such, any donor making contributions to this organization can deduct such contributions under Section 170 of the code.

As defined by the IRS, a group exemption letter is a ruling or determination letter issued to a *central organization* recognizing on a group basis the exemption under Section 501(c) of subordinate organizations on whose behalf the central organization has applied for recognition of exemption. A *central organization* is an organization that has one or more subordinates under its general supervision or control. A *subordinate organization* is a chapter, local, post, or unit of a central organization.

As a requirement of Section 501(c)(3) of the Internal Revenue Code under the Group Exemption requirements, the NNOA organization provides the IRS a list of chapters determined to be active and has met all filing obligations. In meeting the requirements, the NNOA central and subordinate organizations maintains their 501(c)(3) status. Because the filing requirements is annual, so too is this certification. The certification for your chapter is valid through **June 2012**.

Because this letter could help answer any question concerning your tax exempt status, it should be kept in your chapter's permanent records. If there are any questions, we can be reached at (703) 231-8554 or ea@nnoa.org.

Sincerely,

A handwritten signature in black ink that reads "Anthony P. Barnes".

ANTHONY P. BARNES
CAPT, USN, Retired
NNOA National President

San Francisco Bay Area Chapter National Naval Officers Association Crab Fest 2012 – Program/Agenda

6:00 pm, Saturday, March 03, 2012

Pre-Event Work		
Thursday	1300	Gift baskets, door prizes, game table setup
		Non-perishable supply purchase

Crab Fest Dinner Sequence of Events		
Saturday	0800	Crab pickup at Justin Crab Company
	1300	Meet food prep committee at Point Welcome Room
	1400	Commence cooking pasta and sauces
	1500	Setup committee meet at Point Welcome Room to setup tables, including head table and donation/membership drive table in rear of the room, and will-call table
	1700	Supply guests list to security gate
	1730	Rainbow Girls arrive for serving instruction
	1730	Entertainment committee arrives with Harry Best and Shabang to setup and test equipment
	1730	Setup podium and SFBA pictorial
	1800	Guests arrive
	1815	Guest seated
	1820	Welcome & Opening Remarks – CDR Robert Smith
	1830	Invite guests to salad/pasta buffet serving line
	1835	Music selections
	1850	Serving crab beginnings
	1920-30	Remarks – Phase I Door Prize Drawings
	1950-2000	Remarks – Phase II Door Prize Drawings
	2015-45	Remarks – Sale of extra crab
	2030	Remarks – Recognition of sponsors and volunteers
	2045	Remarks – Phase III (Final) Door Prize Drawings

Clean-up Activities Begin	
---------------------------	--

	Floors
	Tables and Chairs
	Kitchen
	Restrooms
	Garbage
	Walk-thru Completed

This event will be successful by:
 ... being kind, patient, courteous and friendly
 ... cleaning spills and messes immediately
 ... immediately removing crab shells and waste
 ... constant scanning for crab debris in all areas
 ... smiling and ensuring all have fun

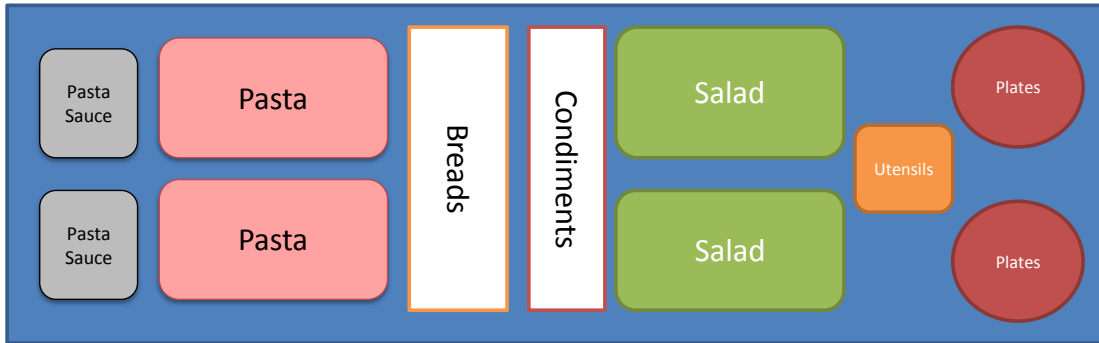
Crab Fest project coordinator: Adolph Keyes, SFBA PAO, 510.374.8237

Revision date: March 7, 2012

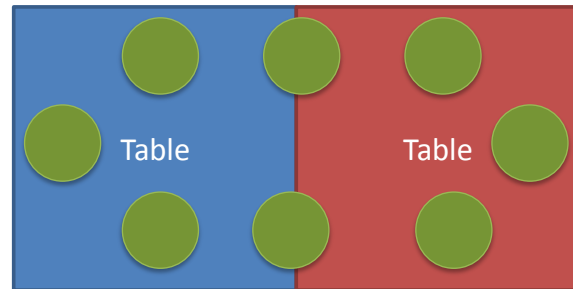
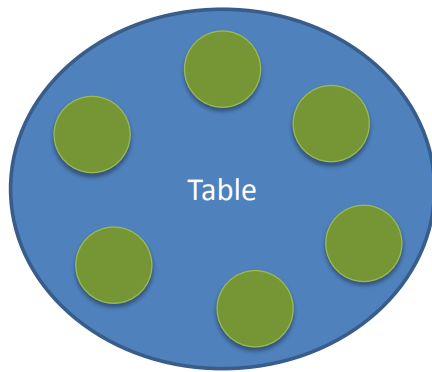
Committees	Chairperson	Strategy	Decision/Action	Lessons Learned
Entertainment	<ul style="list-style-type: none"> CDR McCallaCreary LCDR Harris 	<ul style="list-style-type: none"> Locate live band entertainment that will perform at the crab fest at no cost, or Arrange DJ entertainment that will perform at the crab fest at no cost, or Arrange music background via base audio/visual setup – music to be played during the crab fest 	<ul style="list-style-type: none"> Commission Harry Best and Shabang, a steel band, to perform at the crab fest at no cost Exhibit DVD photo array of chapter outreach 	<ul style="list-style-type: none"> Check for power outlets in the facility as we had to rig an outlet to accommodate the band
Food Preparation	<ul style="list-style-type: none"> LT Ferguson CDR Keyes LT Augustin LT Vacco 	<ul style="list-style-type: none"> Coordinate w/galley and MWR to allow us to use the cooking and serving area at Point Welcome Room to cook: <ul style="list-style-type: none"> Pasta Spaghetti sauces Salad Crab (warmed) Melted butter Bread 	<ul style="list-style-type: none"> Requested access to ice machine, 4-6 rolling serving carts, garbage receptacles and bags, cooking area to prepare pasta. Galley cooking pots for pasta Galley cooking pots for sauces (2) Requested 25 plus red table cloths 	<ul style="list-style-type: none"> Identify two (2) people to warm the crab in the galley steam cooker Identify two (2) people to cook the pasta and cook sauces Have three (3) people identified to keep the serving dishes full of pasta and sauces, and melted butter Identify one (1) person to prepare the salad and bread and setup the serving line, with utensils
Setup	<ul style="list-style-type: none"> LT Augustin CDR Wadleigh LT Scott LT Lazenberry LT Vacco Ms Aguliar 	<ul style="list-style-type: none"> Select a group of persons to assist with table and chair setup Arrange tables with eight (8) guests per table based on setup chart provided by CDR Keyes Setup "Donation" and "Membership Drive" table in the rear of the room Setup audio/visual table in the rear of the room Create 100 tickets for sale and distribution 	<ul style="list-style-type: none"> Plenty of space at Point Welcome Room Donation/Membership table can be setup in the rear of the room Setup reserve guest table for Ms. Lily Thompson, daughter Michele Flute, president and vice president Setup reserve guest table for other VIPs Considering 6-8 people per table (six – 17 (setup 18) tables, eight – 13 (setup 15) tables) LT Ferguson has arranged for table cloths 	<ul style="list-style-type: none"> Arrange to have on hand two (2) seventy-five foot electrical extension cables for power The 4-5 plus people that helped was more than sufficient
Cleanup	<ul style="list-style-type: none"> LCDR Haskins CDR Smith CDR Keyes Ethel Haskins 		<ul style="list-style-type: none"> LT Ferguson/LT Augustin have arranged for trash receptacles. Adolph will bring home table cloths to wash, iron, fold, and return to Ms. Vaughn 	<ul style="list-style-type: none"> The six (6) persons were sufficient Had some of the Rainbow Girls helping LT Ferguson wash pots and pans in the kitchen Need to identify two (2) persons to help wash pots and

Sample Facility Setup

Suggestion for self-service food table



Suggestion for table seating (round or double square)





Hadwick & Lily Thompson Scholarship Foundation

San Francisco Bay Area Chapter (NNOA)
 P.O. Box 5046
 Alameda, California 94501

Ph: CDR Adolph Keyes (510) 374-8237, email: alkeyes@comcast.net, website: www.nnoa.org/

IRS 501(c) (3) Certification for EIN: 94-3087504

The Hadwick & Lily Thompson Scholarship Foundation keeps alive the dream of young minority students aspiring to complete a college education. The Foundation was established in 2003 and has provided Bay Area students with annual scholarship money to attend college, e.g., UC Berkeley and Davis; CSU East Bay, Chico, Riverside, and Sacramento. Your donations help SFBA continue to provide scholarship opportunities to less fortunate and deserving minority students. Please contribute to this worthy cause. Partnership is annual and renewal in January. Help us to promote higher education and develop the leaders of the future.

Benefits of Partnership:

- ✓ Quarterly newsletter subscription – The Journal
- ✓ Sponsorship mention in The Journal
- ✓ Helping to promote continue/advanced education
- ✓ Donation is tax deductible

Partnership Levels:

- ✓ Individual donation
- ✓ Copper sponsorship - \$50.00
- ✓ Silver sponsorship - \$75.00
- ✓ Gold sponsorship - \$100 or more

Thank you so much for your very generous donation.

Individual	Copper - \$50	Silver - \$75	Gold - \$100 or more
------------	---------------	---------------	----------------------

*** Detach along this line and return with you donation ***

Hadwick & Lily Thompson Scholarship Foundation Partnership Application

Name:		Date:	
Street Address:			
City, State, Zip Code:			
Phone:		Email:	
Individual	Copper - \$50	Silver - \$75	Gold - \$100 or more
Make check payable to:		Remit to:	
SFBA NNOA		Hadwick & Lily Thompson Scholarship Foundation San Francisco Bay Area Chapter (NNOA) P.O. Box 5046 Alameda, California 94501	