

List of Effective Pages

The following is a list of the effective pages of the CGMA Manual released in March 2004. This Manual was last updated in Mar 2005.

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Chapter 1 Background 5 pages

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Chapter 2 Organization 25 pages

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Chapter 6 Administrative Operations 17 pages

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Chapter 7 Fundraising 12 pages

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5. Contacts

Military Aid Society	Working Hours	After Hours
Army Emergency Relief 200 Stovall Street Alexandria, VA 22332 www.aerhq.org	(703) 325-0184 0185 0333	(703) 695-6828
Air Force Aid Society 1745 Jefferson Davis Hwy, Suite 202 Arlington, VA 22202 www.afas.org	(703) 607-3060	(210) 565-3505
Navy-Marine Corps Relief Society 875 N. Randolph Street Suite 225 Arlington, VA 22203 www.nmcrcs.org	(703) 696-4904 4905	(877) 600-0582 Pager: Leave your phone number for a caseworker to return your call.
American Red Cross www.redcross.org	Contact the local office in your community.	

A copy of the IRS letter granting CGMA tax exempt status is available on the CGMA website www.cgmahq.org. Questions concerning CGMA's tax exempt status should be directed to the CGMA-HQ Executive Director or Director of Finance. (See paragraph 2-D-2 for CGMA-HQ contact information.)

Contributions may be made during the Annual Campaign or throughout the year. Unrestricted contributions received will be placed in the CGMA General Fund. Restricted contributions (designated for specific purpose, group or class of individuals, specific geographic area, etc.) are generally not accepted. However, exceptions may be considered. Contact the CGMA-HQ Executive Director or Director of Finance for additional information concerning restricted contributions. (See paragraph 2-D-2 for CGMA-HQ contact information.)

Note: Contributors do not receive any special privileges nor are prior contributions considered when assistance is requested. Clients do not have to contribute to CGMA to request and receive assistance.

E. Annual Fundraising Campaign

While income from investments provides one source of revenue, the Annual Fundraising Campaign provides the major source of funds. Without this annual infusion of new funds, Coast Guard Mutual Assistance would eventually not have resources to provide further assistance. It is in this manner that publicity about Coast Guard Mutual Assistance is presented to members of the Coast Guard family each year. It is important, too, that the campaign give every member, regardless of status, an opportunity to contribute to the organization whose primary purpose is assisting Coast Guard personnel.

Regional Directors and Representatives shall conduct the Annual Fundraising Campaign during the period 1 - 30 April each year. During the Annual Fundraising Campaign, Regional Directors and Representatives are to insure that every active duty and civilian employee in their area of responsibility is contacted, provided with information about CGMA and given the opportunity to contribute to CGMA. CGMA-HQ will conduct a separate direct mail campaign for retired and Reserve members and will solicit contributions from Auxiliary members via their flotilla commanders.

Fundraising plans shall provide that all funds raised are turned into Coast Guard Mutual Assistance, that contributions are voluntary, and that no coercion or pressure is imposed on personnel in connection with the campaign. No one shall be required to make a contribution in order to receive CGMA benefit. No fair share amounts are to be established in connection with the annual campaign.