

National Montford Point Marine Association, Inc.

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ANNUAL MEMORIAL BRICK SALE
STANDARD OPERATING PROCEDURES
(BRICK SOP)

DATE: 03/14/2023

Annual Brick Sale Standard Operating Procedures

Revision History

Version	Date	Point of Contact	Email Address	Approved By	Description

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Purpose

The purpose of the Annual Memorial Brick Sale program is to raise funds to support national and chapter level programs which are in alignment with the mission of the Association, which preserves the legacy of the Montford Point Marines. Programs include, but are not limited to, direct support of the Montford Point Marines Memorial in Jacksonville, NC., activities to educate the public about the history of Montford Point Camp, North Carolina and the nearly 20,000 African American men who trained there from 26 August 1942 – 9 September 1949; and programs that support service to the community which encourages comradeship, fellowship, and Esprit De Corps common to all members of the Association.

Policy

The purpose of this document is to establish the Standard Operating Procedures (SOP) for the National Montford Point Marine Association, Inc. (NMPMA) and Chapter Memorial Brick Sales and to ensure a uniformed understanding of how the program is managed. It will extend an opportunity for and provide financial incentives for those Chapters that seek to support this program.

Program Coordinators

This team will be comprised of the National Monument Director, National Financial Secretary, National Treasurer, Fundraising Director and the National President as an ex-officio member. The responsibility of each officer is defined below.

Monument Director – This appointed officer of the Association will be the direct liaison of the Brick Sale Program. His responsibilities include assisting with updating these procedures as directed and voted upon by the National Executive Council (NEC) and in accordance with the national bylaws. This officer will manage the execution of the brick placement at the memorial site and coordinate directly with Chapter Presidents concerning the requirements to participate in the brick sale program. This officer will generate a report and provide that information to the National Executive Council and brief the results during the Fall Council teleconference.

Fundraising Director – As an adjunct position, will work in concert with this team to augment the necessary vision, and leadership, which will enable the organization to achieve its targets and any long-term strategy necessary to achieve agreed upon goals. Develop and sustain agreed upon strategies for securing funds from statutory sources, foundations, trusts and major donors.

National Financial Secretary – This elected officer of the Association will be responsible for collecting, depositing funds and calculating all rebates for the Association and Chapters. This officer will work with the Monument Director to generate necessary reports that may be required by the National Executive Council.

National Treasurer – This elected officer of the Association will be responsible for providing access to financial accounts to the Monument Director for the purpose of verification of purchase made online and other necessary administrative costs. This officer will also coordinate with the National Financial Secretary and disburse all funds related to the purchases of bricks. At the end of Fall Council, all non-obligated funds will transition to the Association general account.

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Chapter Contact Person

Each chapter who intends to participate in the campaign will identify a contact person(s) that will act as the lead agent and point of contact in concert with the Chapter President.

This person will be the primary point of contact for the Monument Director. This person will work closely with the Monument Director to ensure that all brick sale(s) are credited to the chapter, properly annotated, and tracked. Chapters are responsible for keeping accurate records of bricks sold and monies received.

Participation

Chapters have the option to participate in the Annual Brick Sale program. Participating will result in the chapter receiving a share of the profit from the annual sales. Below are the requirements for a chapter.

1. Direct participation: Chapter is involved in an individual's decision to participate in the Annual Campaign as it relates to the purchase of individual (or multiple) memorial brick(s).
2. In-direct participation: Chapter IS NOT involved in an individual's decision to participate in the Annual Campaign as it relates to the purchase of individual (or multiple) memorial brick(s). However, the individual names the chapter. If an "In-direct" option is used the purchaser/chapter, contact person has the responsibility to identify their chapter affiliation to the Monument Director, in order to ensure the Chapter "shares" in that rebate period.

Annual Sales

The Brick Sale program will commence on January 1st of each year and end December 31 of the same year.

2023 Brick Cost by size.

4X 8 - \$300.

THIS BRICK PRICE IS RESERVED FOR BRICKS THAT NAME A MONTFOR POINTER



A five-point star is added to all bricks honoring a Montford Point Marine. This brick has three (3) lines of text with 18 characters per line, including spaces. Direct communications with The Monument Director is required for verification and to receive this price.

4 X 8 - \$400.

This brick has three (3) lines of text with 18 characters per line, including spaces.

8 X 8 - \$800.

This brick has seven lines of text with 18 characters per line, including spaces.

12 X 12 - \$1,200.

This brick has ten (10) lines of text with 21 characters per line, including spaces.

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Chapter Profit Sharing

The Association has developed a (Percentage based %) profit-sharing model as an incentive to encourage Chapter(s) participation and to promote the sale of bricks within their geographic areas. All rebates from this campaign are identified in the table below.

The rebates for the profit-sharing will be disbursed within 30 days of the end of each quarter. Coordination of rebates will be in coordination with the National Monument Director and National Financial Secretary, and Treasurer, during January, April, July, October.

Chapters participating in the Brick Sale Program, will receive a 40% profit share for each brick sold.

\$300.00	4 X 8	Profit share	\$120.00
\$400.00	4 X 8	Profit share	\$160.00
\$800.00	8 X 8	Profit share	\$320.00
\$1,200.00	12 X 12	Profit share	\$480.00

**ANNUAL MEMORIAL BRICK SALE FUND RAISING PROGRAM
STANDARD OPERATING PROCEDURES (SOP)
FOR THE
NATIONAL MONTFORD POINT MARINE ASSOCIATION, INC.**

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March 14, 2023

This SOP shall be reviewed annually or as needed for updates.