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## **Marine Corps University Foundation**

### **Professional Education and Leadership in the 21<sup>st</sup> Century**

#### **Professional Reading Program Requirements**

Thank you for your interest in developing a professional library. **Annual** funding is granted based upon the number of Marines in your unit. Once your completed request is received by MCUF, you should receive an answer within **3 business days** that specifies the amount approved and directs you the MCA website for the current book list of the **U.S. Marine Reading Program**. The Foundation requires the following information listed below on a Unit letterhead to begin the process. Please e-mail your information to Kimberly A. Niero at [kniero@mcuf.org](mailto:kniero@mcuf.org) or fax to (703) 640-6177.

#### **1. REQUIRED-Contact Information**

- **UNIT POINT OF CONTACT (POC):**
- **UNIT COMMANDING OFFICER:**
- **COMPLETE NAME OF UNIT/COMPANY:**
- **COMPLETE SHIPPING ADDRESS (If no street address, include either a PSC # or Bldg #):**
- **COUNTRY:**
- **COMMERCIAL PHONE:**
- **FAX:**
- **MARINE STRENGTH IN UNIT (# of Marines):**

This information is needed for future contact as well as any correspondence regarding your current request. Requests for funding in upcoming years (each unit is allowed 1 request per calendar year) should follow the same procedures herein, please provide the same details – even if it seems redundant.

#### **2. REQUIRED-Description of Usage:**

Please describe the library check out procedures, where the books will be kept, and plans for book discussions and reports.

#### **3. REQUIRED-How you heard about us:**

- Did you hear about us from your fellow Marines? If yes, please explain.
- Has your unit received funding from us before? If yes, please describe funding events and amounts if possible?

#### **4. How long will it take?**

The Foundation orders all books through the Marine Corps Association Bookstore in Quantico, VA. Once your selections from the U.S. Marine Reading List have been received, it will be sent to the bookstore within **5 business days**. You should expect delivery within 2 weeks after that. Once your order is received all questions will be directed to the bookstore. The toll free number is (888) 237-7683.

#### **5. How you can help?**

The more money we receive, the more we can give. Please encourage your Marines to remember the Marine Corps University Foundation as their charity of choice during the **Combined Federal Campaign, CFC #11308**.

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