



SINGLE MARINE PROGRAM

Marine Corps Air Station Miramar
PO Box 452008
San Diego, CA 92145-2008

1136
SMP

4 November 2025

From: Single Marine Program Coordinator, Marine Corps Air Station Miramar
To: Commanding Officer, Marine Corps Air Station Miramar
Via: (1) Deputy Director Marine Corps Community Service, Marine Corps Air Station Miramar
(2) Sergeant Major, Marine Corps Air Station Miramar

Subj: SINGLE MARINE PROGRAM (SMP) COUNCIL MEETING MINUTES

Encl: (1) 4 November, 2025 SMP Council Meeting Attendance Roster

1. On Tuesday, 4 November 2025, a Single Marine Program Council Meeting was held at the Chow Hall. Dona Stephens, SMP Assistant Coordinator, called the meeting to order at 11:36. He welcomed everybody and introduced the guest speakers.
2. **Guest Speakers:**
 - a. Tia, Finance (PFM), discussed the resources her finance department offers to Service Members during the government shutdown.
3. **Quality of Life Topics:**
 - a. No Quality-of-Life Topics currently.
4. **Current Business:** Civ. Dona Stephens, SMP Assistant, discussed current business.
 - a. **Volunteer/Events/Trips for November:**
 - i. **SMP Monthly Meeting:**
 - ii. **ROQ Ceremony:** Award ceremony will be taking place at the Station Auditorium. Recommended to come out and support the SMP ROQ.
 - iii. **National Park Trust Fund-Joshua Tree Trip Camping Trip:** Free Camping Trip during Veterans Day 96. Depart Friday to 29 Palms, stay in Inns of the Corps Hotel. Marines/Sailors will be hiking, climbing, team building activities, campfire, and night sky program on Saturday. Outdoor programming, lunch, head back to MCAS Miramar on Sunday. (10 Spots Available) 6 Spots left at this time.
 - iv. **Operation Donut Drop:** The SMP staff will visit VMM-163 to serve donuts and coffee. This opportunity allows the SMP to better connect with Marines and their unit and share SMP info.
 - v. **NMCRS Thrift Store:** Volunteers will assist the NMCRS in organization, operation, and check-in at the Thrift Store. (3 volunteers requested).
 - vi. **Comedy Show & Friendsgiving Dinner:** Traditional Thanksgiving meal will be offered. Entertainment provided by Rapid Fire Comedy Tour – Military Dark Humor presented by Semper Fi MF Productions at the BHT. (10 volunteers requested).

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- vii. Build-A-Bowl: Taco Bar w/ Human Performance: Volunteers will help serve a healthy meal alternative to active-duty members as an effort to educate and connect Human Performance staff. (3 volunteers requested).
 - viii. MCCS Holiday Celebration (Tree Lighting Event): SMP will be setting resource table to share events/trips/volunteer opportunities. (Executive Board /SMP Rep presence requested).
 - ix. LA Auto Show & Little Tokyo: Free transportation to LA Auto Show with an opportunity to explore Little Tokyo afterwards. Tickets must be purchased individually online/in person for \$25.
5. **Future Business**: Civ. Maddison Stoddard, SMP Coordinator, discussed future plans for the month of December.
- a. **Volunteer/Events/Trips for December**:
 - i. 12 Days of Giveaways: SMP hosting 12 Days of Giveaways from our Instagram platform. Participants are encouraged to engage with our posts for an opportunity to win daily prizes which will be given out starting Dec 12th. Each prize bundle *should* be about \$100-\$150 worth of items.
 - ii. SMP Monthly Meeting: Scheduled to happen on December 2nd. Unit Representatives and SEAs are advised to communicate whether they will attend and send an alternate if necessary
 - iii. Operation Donut Drop: The SMP staff will visit VMGR-352 to serve donuts and coffee. This opportunity allows the SMP to better connect with Marines and their unit and share SMP info.
 - iv. Christmas Concert – San Diego Symphony: Assist in ushering guests, serving cookies and hot chocolate, other duties as assigned. (5 volunteers requested).
 - v. P.E. Fitness Challenge @ Wangenheim Middle: Volunteers will set up 4 obstacle courses at a local elementary or middle school to encourage physical fitness fun! Volunteers are running through the courses and instructing kids how to safely/properly run through them. (45 Volunteers requested).
 - vi. NMCRS Thrift Store Santa's Helper: Volunteers will assist the NMCRS in organization, operation, check-in and helping kids shop for their loved ones at the Thrift Store. (12 volunteers requested).
 - vii. Free Gift Wrapping @ Miramar Room: SMP will wrap gifts for free at the Miramar Room for Active-Duty Service Members or will be given the option to wrap it themselves. (2 volunteers requested).
 - viii. Holiday Celebration @ Miramar Room: Enjoy a holiday party with the SMP! We will have food, prizes, games, and fun holiday themed activities. (5 volunteers requested).
 - ix. LA Clippers vs. Lakers Game: SMP will be providing transportation to an NBA game for \$100/person. (10 spots available)

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- x. MCX Gift Wrapping: SMP fundraising volunteer event where we offer gift wrapping to shopping patrons over the weekend. (4 volunteers requested).
 - xi. Holiday Movie Night @ Miramar Room: Enjoy a classic holiday film with hot cocoa, cookies, popcorn and other sweet treats provided in a cozy decorated space to enjoy the holiday season! (2 volunteers requested).
 - xii. Holiday Stocking Giveaway @ Miramar Room: SMP will be giving out stockings laded with goodies on Christmas Day! First come – first served.
6. **Miscellaneous**: CIV. Maddison, SMP Coordinator, discussed miscellaneous topics.
- a. **Miscellaneous/Notes/Reminders**.
 - i. Upcoming Trips 2026
 - 1. January 1st - New Year's Day Polar Plunge
 - 2. January 24th - Medieval Times
 - 3. February 14th - Big Bear Overnight Trip (cabin rental, ski/snowboard, sledding/ tubing)
 - ii. Friendsgiving- Will be one of our biggest events of the year, featuring the Rapid Fire Comedy Tour performing for our Marines. Please help us promote this event and encourage strong participation. We'll have plenty of food and a great show with military dark humor from a former Marine comedian who has received great feedback from other units. Let's fill the Bob Hope Theater and make it a successful event so they'll want to return in the future—it's just a short 10-minute walk or quick 2-minute drive from the barracks and will be well worth attending.
 - iii. Commanding General's Total Fitness Bi-Monthly Meetings
 - iv. Update on ADRC Renovations
 - b. **Last Remarks**: N/A
7. **Adjourned**: The meeting was adjourned at 12:09.
8. **After Meeting Discussion/Last Questions**: N/A

SMP President: (Interim) Cpl Juarez
SMP Vice President: (Interim) Cpl Santini
SMP Treasurer: Cpl Bustos
SMP Media Manager: Cpl Santini
SMP Recorder: Cpl Vela (deployed)
SMP Member at Large: Sgt Thompson

Submitted By:

Cpl Juarez
SMP President

Reviewed By:

Maddison Stoddard
SMP Coordinator

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Approved By:

SgtMaj A. Garcia

SMP Senior Enlisted Advisor