USO KOREA
OPERATION BIRTHDAY CAKE ORDER FORM

****Please read the Fact Sheet prior to completing this form****

RECIPIENT INFORMATION

NAME (First & Last):

RANK:

BIRTHDAY: MONTH: DEC DAY: YEAR:

DUTY STATION: SCROLL TO SELECT UNIT OF ASSIGNMENT:

UNIT CONTACT: PHONE:

OTHER POSSIBLE CONTACT (If Known):

REQUESTOR INFORMATION

NAME (First & Last):

EMAIL ADDRESS:

STREET ADDRESS:

CITY: STATE: ZIP:

BRIEF MESSAGE TO BE DELIVERED:

CAKE ORDER & PAYMENT METHOD

◉ ¼ SHEET CAKE ($30 Donation) CAKE TYPE: MARBLE

○ ½ SHEET CAKE ($40 Donation)

◉ I WILL PAY BY CHECK (Checks should be received 4 days prior to Cake Delivery)

○ I WILL PAY BY CREDIT CARD

TYPE: PAYMENT AMOUNT:

CARD NUMBER: CVC#:

EXPIRATION DATE: MONTH: DEC YEAR:

USO KOREA
OPERATION BIRTHDAY CAKE FACT SHEET

1. This program is intended to serve UNIFORMED MILITARY PERSONNEL ONLY. Cakes will not be delivered to family members, DoD civilian employees, DoD contractors, DoDDS teachers or any other personnel other than uniformed personnel.

2. Due to the distance between military installations in Korea and constraints on time available, this program is only available at a limited number of duty stations, listed below. We also request you submit this order form **2 weeks prior** to the intended delivery date.

3. Your cake will be delivered to the recipient by at least one USO staff member or volunteer at the recipient's place of duty. USO staff and/or volunteers will sing "Happy Birthday" and deliver your brief, personalized message. Every effort will be made to deliver the cake on the actual birth date, when possible. However, cakes will not be delivered on weekends or holidays. Every effort will be made to deliver the cake on the closest business day to the actual birth date. DELIVERIES WILL NOT BE MADE TO LOCATIONS OFF MILITARY INSTALLATIONS.

4. A minimum donation from the requestor to USO Korea is required to participate in the program:

- For a ¼ sheet cake, the minimum donation is $30 (8.25 x 11.7 in, serves ~10)
- For a ½ sheet cake, the minimum donation is $40 (16.5 x 11.7 in, serves ~20)
- Donations above the minimum are gladly accepted.

5. Please fill out the order form, save it on your computer, and email it directly to the USO Center nearest your Service Member (select from chart). If you do not have access to email, fax your order form to (international access code +) 822-795-5287.

Duty Station	Center Manager	Programs/Duty Manger
USO SEOUL (Yongsan Garrison, Camp Coiner, Camp Kim, K16)	stuuao@uso.org	hcheon@uso.org
USO OSAN AIR BASE	dyoo@uso.org	hjackson@uso.org
USO CAMP HUMPHREYS	hseo@uso.org	rberglund@uso.org
USO CAMP CASEY (Camp Casey, Red Cloud, Camp Jackson)	spark@uso.org	jsong@uso.org
USO CAMP WALKER (Camp George, Camp Walker, Camp Carroll)	bhinkle@uso.org	rbradt@uso.org
Are you Unsure?	obckorea@uso.org	

6. Please indicate your desired method of payment on the order form. Payment options are check or credit card. Payment must be received at least four (4) days prior to the anticipated delivery date to allow for processing and cake ordering.

- To pay by check, please make your check payable to USO Korea and mail (typical mailing time between the United States and Korea is 5 to 7 working days) it to:

USO Korea
Attn: Operation Birthday Cake
PSC 303, Box 53
APO AP 96204-0031

- To pay by credit card, please provide the requested information in the order form. We will contact you if we have any problems processing.

7. For those living in Korea taking advantage of this program, you can deliver your order form and payment to your local USO office if that is more convenient for you.

8. Upon delivery of your cake, you will be notified by email and/or social media by a USO staff member and a photograph of the delivery will be sent to you. Should you not have access to email and/or social media, the notification and photo will be sent through the U.S. Postal Service.

9. All proceeds from this program will go directly to supporting other programs conducted by the USO in Korea intended to uplift the morale of our men and women in uniform and their families.

Updated: Jan 2016