

Department of the Army
Headquarters, U.S. Army Garrison
455 McNair Avenue, Suite 120
Fort Sill, Oklahoma 73503
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*FS Regulation 608-2

Personal Affairs
FUNDRAISING

Summary. This regulation prescribes the policies, procedures, and responsibilities for fundraising on Fort Sill.

Applicability. Commanders, supervisors, Soldiers, civilian employees, contractors, private organizations, family members, retirees, tenants, and any other individuals who seek to have events or raise money on Fort Sill, or seek to raise funds off Fort Sill for a group or event associated with Fort Sill.

Supplementation. Supplementation of this publication is prohibited without prior approval from the Directorate of Family and Morale, Welfare and Recreation (DFMWR), 4700 Mow Way Road, Suite 100, Fort Sill, OK 73503.

Suggested Improvements. The proponent of this regulation is the DFMWR. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the DFMWR.

Distribution. This regulation is distributed solely through the Directorate of Human Resources, Administrative Services Division Homepage at http://sill-www.army/dhr/admin_svcs_Div/index/html.

*This regulation supersedes Fort Sill Regulation 608-2, 29 April 2005.

Chapter 1
General

1-1. Purpose. This regulation controls all fundraising on Fort Sill, and all fundraising activities associated with Fort Sill or Fort Sill units and tenants.

1-2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

1-5. Applicability.

a. This regulation applies to—

(1) Commanders, supervisors, Soldiers, civilian employees, contractors, private organizations, family members, retirees, tenants, and any other individuals who seek to have events or raise money on Fort Sill, or seek to raise funds off Fort Sill for a group or event associated with Fort Sill.

(2) All members of FRGs, informal funds, private organizations, unit activity funds, office coffee funds, cup and flower funds, hail and farewell funds, holiday party funds, Army Community Service (ACS) volunteer activities, unit activity funds, annual picnic funds, and any other similar funds.

b. This regulation does not apply to fundraising in buildings on the installation that are not owned by the federal government, such as banks, credit unions, and schools; nonappropriated fund (NAF) operations at MWR events; Red Cross operations in the Red Cross building; the sale of goods to organizations on the installation that are authorized to resale, such as sales to the Post Trader's Store; or fundraising by lessees in buildings leased from the Army. Fundraising that does not violate other rules (gambling restrictions, commercial solicitation, etc.) is also permissible in government quarters and privatized housing. Rules on fundraising in the federal workplace are applicable to both contractors and private organizations operating in the federal workplace.

c. Fundraising in support of Army Emergency Relief (AER) and the Combined Federal Campaign (CFC) must comply with the respective regulations and is not covered in this regulation.

d. Even though local fundraising rules may not apply to a particular fundraiser, federal and state tax laws may still apply.

e. Government entities engaging in fundraising are encouraged to consult with an attorney in the Administrative Law Division if they have questions regarding the applicability of taxes to their particular fundraising activities. If the fundraising activities appear to be taxable, Army attorneys cannot provide advice but may be able to refer the entity to a private sector accountant or attorney who can assist them.

1-6. Provisions Applicable to All Fundraising. Other than fundraising for which official support is authorized, all fundraising support must be totally voluntary. No Soldier may be required to participate in fundraising activities. Doing so violates the punitive provisions of the Joint Ethics Regulation (JER).

a. Political Fundraisers. Political fundraisers are prohibited in all areas of the installation, including MWR facilities. Additionally, official endorsement or support of political fundraising is prohibited.

b. Commercial Fundraisers. Commercial organizations are not authorized to solicit or sell their goods on Fort Sill, to include in government quarters and privatized housing, except in response to specific invitations from individuals located on the installation or as MWR or AAFES concessionaires, unless they have previously received a solicitation permit from the installation. Any commercial sales agent found on the installation without a valid solicitation permit is subject to removal and possible prosecution for trespassing. This restriction is not meant to prohibit sales in personal quarters of Longaberger Baskets, Tupperware, Pampered Chef, Mary Kay, and similar home-based business products when the salesperson has been invited to do so by the quarter's resident and has a current Fort Sill solicitation permit. The Garrison Commander may bar the sale of certain items or goods in personal quarters or home-based business products when they are deemed illegal or contrary to Army values.

c. Door-to-Door Sales. Commercial door-to-door sales to individuals in government quarters and privatized housing, as well as sales to individuals in the federal workplace, are generally prohibited. However, supervised minor children who reside on the installation and are fundraising for charitable organizations such as Boy Scouts, Girl Scouts, band, or other school-related activities or similar charities, may sell door to door in government quarters and privatized housing areas between the hours of 10 a.m. and 6 p.m.(except for Sunday) with prior parental permission and supervision.

(1) Children who reside off the installation will not solicit door to door on the installation, unless they are a member of a private organization that is approved to operate on the installation, and are soliciting in benefit of that approved private organization.

(2) No door-to-door fundraising will be conducted during the Combined Federal Campaign or the Army Emergency Relief Campaign.

(3) Any door-to-door solicitations other than those authorized above are specifically prohibited. Residents are encouraged to report unauthorized solicitors immediately to the MP Desk. Violators can be prosecuted in federal court for trespassing.

d. National and Local Charities. Charitable organizations are entitled to apply to receive financial support from installation activities through the Combined Federal Campaign. National and local charities are generally not authorized to have other fundraisers on the installation. Additionally, groups which are authorized to fundraise on the installation will not fundraise on the installation for funds to contribute to off-post organizations. There are two authorized exceptions:

(1) The sale of poppies and similar tokens in approved fundraising areas by veterans' organizations.

(2) The fundraising group is a local unit of a national nonprofit and the group is composed primarily of soldiers, civilian employees and their family members fundraising for their morale purposes on the installation, during non-CFC and non-AER periods. For example, a troop of Boy Scouts that is composed primarily of Soldiers' and civilian employees' sons may seek approval to sell popcorn in an approved fundraising area when there is no conflict with CFC or AER. A troop that is not composed primarily of family members would not be authorized to do so. The Installation Commander may consider exceptions to policy in specific cases of merit, with concurrence from the installation's Ethics Counselor.

e. Nonmonetary Collection Efforts. Commanders and supervisors may authorize the collection of goods, other than money, to assist the unfortunate. If an organization wants to have a canned food drive, an angel tree, or similar collection, the commander may authorize it. Nonmonetary collections will be limited to placing a box or collection bin in a common area pre-approved by the Commander or Supervisor. No government resources may be authorized to support the effort, and all contributions must be voluntary. Consultation with an Ethics Counselor is required.

f. Monetary Collection Efforts. On very rare infrequent occasions, monetary efforts may be authorized by Commanders and Supervisors to support DoD employees in times of extreme misfortune. This authorization may only be given after consultation with an Ethics Counselor.

g. Produce. Frequently, government employees with gardens/poultry will have an overabundant supply of squash, tomatoes, eggs, etc., and bring them into the office to give away. This will occasionally raise gift issues when a superior takes some of the free food. So long as an employee is not in the business of selling produce, there is no prohibition against giving the produce away in the office. The preferred practice is that the employee giving away the produce place the produce out for anyone in the office to partake in on a first come, first serve basis. This will reduce, and in most cases eliminate, the appearance of a gift made to a superior.

h. Religious Fund-Raising. Fundraising by religious organizations or their affiliates is authorized only in connection with religious services and must be conducted per AR 165-1.

i. Taxes. All organizations discussed herein are responsible for ensuring compliance with federal and state laws on sales taxes, income taxes, and any other taxes. Fort Sill and Department of the Army accept no responsibility for an organization's noncompliance with any tax laws.

j. Paid Use of MWR Facilities. When an organization is having a function in or at an MWR facility, such as the bowling alley, golf course, LETRA, etc., and the organization is paying the fair market value rate for the use of the facility or contributing services in kind to fully offset facility costs, the use of the facility is not considered to be official support of the event in the facility. Additionally, mere incidental support to an event that is paying to use an installation MWR facility, such as use of a road or real estate for a "Run," does not rise to the level of official support. This rule applies even when the organization holding the event is charging more for participation than the event actually costs. EXAMPLE: An authorized patron rents the Patriots Club for the Lawton High Prom. The Patriots Club charges \$10 per person, but the Senior Class sells tickets for \$15 to cover other costs and raise money for a senior trip. Since they are paying for the use of an MWR facility and not raising money from the Fort Sill community, the Lawton Senior Class is not required to comply with this regulation. However, rules on catering, signage, and commercial solicitation may be applicable to some events. Prior to approving such events, facility managers should coordinate with an Ethics Counselor in the Office of the Staff Judge Advocate to insure the event will not violate the law, including restrictions on political fundraising or advertising restrictions on military property. Facility managers will coordinate with Public Affairs Office (PAO) on all requests to hold events of a political nature, including appearances by political candidates or elected incumbents.

k. Approved Fundraising Locations. All fundraising locations outside the immediate control of a Commander or Director must be pre-approved by the Garrison Commander. The below listed locations are approved fundraising locations by the Garrison Commander. Approval by other DoD officials may be necessary depending on the location or type of fundraising. Organizations may fundraise in the following locations after receipt of all required approval(s):

(1) Personal Quarters.

(2) Entrances to retail buildings and areas when approved by the building manager, including, but not limited to, the PX, Commissary, Shoppettes, and Snack Bars.

(3) Clubs, eating establishments, golf courses, bowling center, car wash facility, theatre, community pools, Community Activity Center, RECPLEX, and LETRA when approved by the Director, MWR.

(4) Fort Sill Museum, when approved by the Chief, Museum Division.

(5) Old Post Quadrangle, when approved by the Garrison Commander, on a case by case basis.

(6) Fort Sill Polo Club and Polo Field, when approved by the Garrison Commander, on a case by case basis.

(7) All other locations only when explicitly approved by the Garrison Commander, on case by case basis.

1-7. Restrictions Applicable to All Fundraising Groups.

a. Continuing Resale Operations are defined as regularly occurring sales of goods or services on post not affiliated with AAFES, the commissary, or nonappropriated fund activities. Authorized solicitations by individuals holding a post solicitation permit are allowed. Unless granted a specific exception, continuing resale operations are prohibited. The current list of organizations authorized continuing resale is on file with the Private Organizations Liaison in DMWR. These organizations, and any other organization approved to function on the installation, may not contribute any portion of their on-post sales proceeds to organizations that are not primarily composed of Department of the Army Soldiers, civilian employees, or their family members. Contributions to off-post charitable organizations, community organizations, and nonprofits are prohibited, because those organizations are not authorized to fundraise on Fort Sill (other than thru CFC); and therefore fundraising on their behalf on the installation by an approved organization is not allowed.

b. Groups affiliated with the installation, and individuals acting on behalf of such groups, will not fundraise off the installation in any capacity that associates them with the installation or Department of the Army. Solicitation for funds or donations in an official capacity is a punitive offense under the Joint Ethics Regulation.

c. Groups will not seek donations from businesses, but may accept unsolicited donations. **This restriction also applies to Fort Sill activities seeking donations from their Co-Op partners.** Only the Installation Morale, Welfare and Recreation Fund (MWR) is authorized to solicit businesses for commercial sponsorship of MWR activities. Additionally, only MWR may enter into commercial sponsorship agreements. This is true even when an MWR activity or event is co-sponsored with another non federal entity. Solicitation by other groups on the installation inhibits the effectiveness of the MWR

Commercial Sponsorship Program and violates the restriction on competition found in DODI 1000.15.

d. Groups will not knowingly solicit any enlisted Soldier in an initial entry training status or solicit in any training areas during training. TRADOC Regulation 350-6 further provides:

(1) No cadre member may sell any product, service, or opportunity to IET Soldiers or their families (selling to parents is authorized at graduation as long as IET units do not compete with Army and Air Force Exchange Service, i.e., selling t shirts).

(2) No IET Soldiers will be directed to participate in, or make purchases at, fundraising activities conducted in the brigade, battalion, or company area, or in any training area.

(3) No fundraising activities that directly involve IET Soldiers, as primary or sole customers, may be conducted during the training cycle by IET units, informal funds, or family support groups/private organizations associated with IET units. Family support group activities, such as bake sales at the commissary, Post Exchange Mall, or other public locations, would not violate this provision, because the activities are aimed at a wide range of patrons, not solely IET Soldiers.

(4) Initial Entry Training Soldiers cannot be the sole or primary customers of special morale, welfare, and recreation events (for example, summer concert series). This does not prohibit the patronage of traditional installation recreation services such as the bowling alley, outdoor recreation, and the movie theater.

(5) On a voluntary basis, IET Soldiers may contribute to officially authorized campaigns, such as the Combined Federal Campaign, Army Emergency Relief Fund, and chapel offerings.

e. DODI 1000.15 prohibits competition with AAFES or the Installation Morale, Welfare, and Recreation Fund. Therefore, permission from DMWR and AAFES is required for fundraisers that may compete with their businesses, including concessionaire businesses.

f. Groups will not engage in the sale or resale of alcoholic beverages.

g. Groups will not conduct raffles, lotteries, or any form of gambling prohibited by Oklahoma or federal law. Silent auctions and door prizes are permissible with appropriate approvals.

h. AR 600-29 prohibits all other charitable fundraising in the federal workplace during the CFC Campaign or the AER Campaign. Groups composed primarily of Soldiers, DA civilians, and their family members fundraising on the installation for their own morale purposes may continue to have fundraisers during CFC and AER, but not in the federal workplace.

i. Leave and passes or other official benefits will not be auctioned off, raffled off, etc. Groups are strictly prohibited from offering military benefits to individuals involved in fundraising, such as time off, passes, training holidays, or authorized wear of civilian clothes during the duty day as an incentive or reward for their donation or participation in fundraising. Government property will not be sold or rented to raise money for any group; however, the IMWRF may rent spaces for events such as the post-wide garage sale. Official positions will not be offered for a price, i.e., "Commander for a Day."

j. Groups are prohibited from fundraising on behalf of a group that is not eligible to fundraise on Fort Sill. Money from approved fundraising activities will not be donated to organizations that are not primarily composed of Soldiers, DA civilians, and their family members. This includes requests from off-post civilian organizations such as youth groups, schools, churches, civic clubs, and charitable organizations.

k. Groups will not sell, or offer on a donation-only basis, prepackaged snacks, sodas, or meals on a continuing basis. Such sales infringe on the regulatory rights of AAFES and the MWR Fund. The Garrison Commander may grant an exception to this prohibition only with AAFES and Director, MWR concurrence.

l. Groups will not serve (whether the items are for sale or given in exchange for a donation) any hot food items prior to receiving written approval from Preventive Medicine Service, MEDDAC. Their approval is required for the sale of food such as hot dogs, hamburgers, chili, egg rolls, etc. This approval is not required for baked goods or single-serving commercially packaged foods. Groups that contemplate serving food of this nature for fundraising purposes should coordinate with the Environmental Health Officer, Preventive Medicine Department, MEDDAC, 442-0160, at least 1 month prior to the event in order to allow time for training of food handlers. Additionally, when food is prepared at home, the public should be warned that the food for sale has been prepared at home. A list of ingredients used in preparing the food should be available for the buyer to inspect. Noncompliant organizations should expect that their request to serve this type of food will be denied by the command.

m. Fundraising groups will not sponsor or conduct car washes outside of an approved car wash facility on the installation due to federal and Oklahoma environmental constraints.

n. If approval is obtained from the MWR Director and AAFES, fundraising groups may operate concession sales at MWR special events, such as lawn concerts, Oktoberfest, etc. Application will be made through use of the appropriate form in the appendices.

o. Fundraising groups may participate in the post wide garage sales, with appropriate approvals.

p. Except for large golf outings, discussed below, only Fort Sill business activities (clubs and snack bars) will conduct food and beverage catering services in Fort Sill MWR facilities. Fundraising groups using MWR facilities for catered events will use MWR business activities for their functions. The introduction of food and beverage products or services into MWR facilities by "outside" agencies is prohibited. This includes donated items from outside vendors to individuals, units, and organizations. This policy does not preclude units, organizations, and authorized patrons from conducting "Pot Luck" events in selected MWR activities such as the Fort Sill RecPlex and those facilities that do not sell food and beverage items.

q. Large golf outings at MWR golf facilities with a full field of 72 golfers or more that have paid the appropriate tournament fees, may accept vendor donations for food and beverages when approved by the Director, MWR. A catering fee will be charged in order to provide MWR servers to serve any alcohol products. Group members will not be permitted to serve donated alcohol. Conspicuous placement of advertising banners on behalf of the donating vendor is prohibited.

1-8. Points of Contact. Fundraising POCs are listed in appendix B.

Chapter 2 Family Readiness Group Fundraising

2-1. Concept and Purpose.

a. Unit FRGs are a command sponsored vehicle for people within the unit to help each other and to ensure unit cohesion, readiness, and effectiveness. The FRG exists to support the military mission by providing volunteers trained in effective communication, problem solving, conflict resolution, crisis intervention, and community resources. The primary purpose of FRGs is to create strong and ready families with coping mechanisms for deployments.

b. FRGs are not organized for the purpose of raising money. Although an FRG may conduct limited fundraising in support of legitimate family readiness activities, when an FRG meets or exceeds the DoD monetary limit on gross annual income (\$10,000) or raises funds for a purpose outside the FRG mission, the FRG can be considered to have exceeded the scope of its DoD defined mission and tax-exempt purpose; and potentially become taxable. For example,

FRG funds raised outside the installation, and/or for a river cruise or a trip to Disneyworld may be considered by the IRS or State to be taxable income to the FRG. This is not required for unit cohesion or effectiveness, and thus is unrelated to the purpose of the FRG. However, members of the FRG may have a fundraiser among themselves or on the installation to pool money for outings, holiday gifts for their children, parties, etc., with potentially no tax consequences, so long as the use of funds falls within the FRG's official objective, goals, and purposes set out in AR 608-1, Appendix J and the FRG's SOP (See Appendix C for a Sample FRG SOP).

c. FRGs are absolutely prohibited from fundraising outside the installation, and may not use any funds for any purposes not consistent with the FRGs official mission. Failure to comply with this regulatory requirement may subject the FRG to lose fundraising privileges on Fort Sill.

2-2. Responsibilities.

a. The Family Readiness Group fundraising coordinator. The MWR Special Programs Coordinator also serves at the Family Readiness Group fundraising coordinator and assists FRGs by aiding in the approval process for FRG fundraisers, both internal and external.

b. Commanders at all Levels. Ensure FRG compliance with this regulation. Brigade Commanders are delegated the authority to approve FRG fundraisers that are located in their unit areas (after consultation with the Ethics Counselor), are primarily internal to unit personnel and their family members, and do not compete with the MWR Fund or AAFES.

c. Unit Commanders will--

(1) Review FRG financial reports and ensure compliance with the income and asset limitations prescribed by this regulation.

(2) Ensure FRG communication with higher headquarters for the purpose of coordinating FRG activities at all levels and addressing FRG concerns.

(3) Ensure FRG complies with tax laws as required.

d. Ethics Counselor. Appointed by the Staff Judge Advocate and required by JER 3-210a(6) to provide legal advice on fundraiser requests.

e. FRG members--

(1) Organize and operate the FRG with unit support.

(2) Provide the commander with feedback to ensure that the FRG is working efficiently and effectively.

(3) Comply with the provisions of this regulation.

f. Treasurer/Fund Custodian. Serves as the primary fund custodian for the FRG. The Commander must also designate an alternate fund custodian or treasurer. The Treasurer's duties include:

(1) Responsible for fund custody, accounting, and keeping accurate records of FRG funds.

(2) Arranges for regular and change of custodian audits.

(3) Attends Family Readiness Group meetings.

(4) Provides monthly and yearly reports and as requested to the unit commander; and yearly to the first O-6 commander or designee in the unit's chain of command no later than 30 days after the end of the calendar year.

(5) Provides timely and accurate financial reports to the FRG leader.

(6) Establishes and maintains an FRG checking account.

(7) As the Fund Custodian, the Custodian or his/her alternate, may be personally liable and responsible for losses and any misuse of funds. FRG funds are not Army funds and the Army assumes no responsibility for FRG liabilities.

2-3. Uses of FRG Informal Funds

a. In some circumstances, nonappropriated or appropriated support may legally be provided to FRGs for specific activities that are official in nature. In other cases, or when NAF funding and APF funding is unavailable or not authorized, FRG informal funds may be used.

b. FRG informal funds must be used for FRG mission related purposes. Such funds should equitably benefit all FRG members, and should not benefit specific ranks or classes of individuals within the FRG. The following uses of FRG funds are quasi-official in nature, and therefore funds raised in support of them would not generally be considered taxable income by the IRS:

(1) Meeting refreshments.

(2) Deployment farewells.

(3) Welcome home activities.

(4) Child Care fees during the FRG meetings.

(5) Postage and operating supplies in support of unofficial activities of the FRG.

(6) Modest activities designed to foster family involvement and prevent isolation.

c. Uses of FRG funds outside the scope of the official FRG mission and Fundraising beyond the \$10,000 Cap.

(1) FRGs are automatically tax exempt. So long as their activities are related to the FRG's mission as defined by AR 608-1, Appendix J, they do not need to apply for tax exempt status.

(2) FRGs operating on Fort Sill may not fundraise outside the installation, nor fundraise for purposes outside the FRG mission. Additionally, all FRGs located at Fort Sill may not exceed an annual gross receipt (income) cap of \$10,000 per year from all sources, including fundraising, donations, and gifts.

(3) FRGs are not equipped to handle the complete tax ramifications and stringent accounting requirements that can result from excessive fundraising or fundraising for purposes outside the FRG's mission. When an FRG raises money outside of the installation and/or to defray costs of events that are outside the FRG's tax-exempt purpose, the funds raised may be considered income to the FRG/members, and therefore potentially taxable by the IRS. For example, an FRG fundraising for a trip to Disneyworld may not be entitled to official support, and all funds raised may become taxable. The IRS may view such events as personal entertainment, and it is unlikely that a commander could successfully argue to the IRS that the trip was required as part of the FRG's mission. These FRGs may be subject to criminal and civil IRS penalties.

2-4. Authority for FRG Funds.

a. FRG funds are authorized as informal funds controlled by AR 600-20, AR 608-1, this regulation, and the FRG's SOP. They are subject to the following guidelines:

(1) Operation of the fund will be consistent with Army values and the JER.

(2) Use of funds is limited to expenses consistent with the purpose and function of the fund. FRG funds may be used for all legitimate FRG activities. FRG funds should not be used to duplicate what other agencies provide (i.e., establishing a loan fund or emergency food locker when other agencies such as

ACS, AER, already have programs established). FRG funds will benefit all in the FRG equitably and will not benefit particular individuals or a particular class of individuals within the FRG.

(3) Only the fund custodian (treasurer) and alternate are responsible for fund custody, accounting, and documentation.

(4) The fund custodian will provide financial reports to the unit commander monthly and as requested, upon change of command, upon change of custodians, and whenever there is a suspicion of irregularity. FRG books need not be kept in accordance with formal accounting procedures, but may be maintained much like a personal check register. Likewise, reports to the commander are not a formal audit, but should summarize the fund's financial status to include current balance, total amount earned, and how funds were spent. Annually, and no later than 30 days after the end of the calendar year, the fund custodian will provide financial reports to the first O-6 commander or designee in the unit's chain of command.

(5) FRGs may not exceed an annual gross receipt (income) cap of \$10,000 per year from all sources, including fundraising, donations, and gifts.

(6) Regardless of whether an FRG will fundraise within the unit or outside the unit, all fundraising must be coordinated through the DMWR FRG Fundraising Coordinator and the Installation Ethics Counselor.

(7) Neither the United States nor its nonappropriated fund instrumentalities will assume any contractual or financial obligation of an FRG's fundraising activities.

b. FRG requests to fundraise in areas internal or external to their brigade will be submitted thru the chain of command to arrive at the appropriate approval authority NLT 20 days prior to the proposed fundraiser. If the event involves hot food items, the FRG point of contact is responsible for contacting Preventive Medicine 1 month in advance of the event to ensure time is available for training in food handling techniques. Electronic requests are preferred for ease of coordination. Use the format in the appendix D.

(1) FUNDRAISERS WITHIN BRIGADE AREA. FRG fundraisers earning money by conducting fundraisers within their brigade area may be approved by the Brigade-level Commander with the concurrence of an Installation Ethics Counselor and other agencies as appropriate based on the product or service offered (i.e.; AAFES, MWR, and Preventive Medicine if food and beverages are included). These fundraisers will be coordinated through the FRG fundraising coordinator and copy provided for file of the approved event.

(2) FUNDRAISERS OUTSIDE BRIGADE AREA. The Garrison Commander is the approval authority for all FRG fundraisers conducted outside a unit's brigade area, with the concurrence of the Installation Ethics Counselor and other agencies as appropriate based on the product or service offered. The Garrison Commander may permanently or temporarily delegate the authority to approve FRG fundraisers. These fundraisers will also be coordinated through FRG fundraising coordinator.

c. Written or electronic approval from the facility manager is required for the use of an installation facility (e.g., bowling alley, AAFES Mall, etc.).

d. Commanders may permit FRGs to hold fundraising events in unit common areas such as community support facilities, day rooms, and break rooms. Fundraising may not be conducted in work areas, nor may the FRG attempt to fundraise from visitors not related to the unit. Incidental contributions from nonmembers is not prohibited.

e. Commanders may inform the unit of an FRG fundraiser during a unit formation or via official email.

f. Commanders may release Soldiers to support on-post fund raisers, so long as there is no negative impact on the mission, and support is purely voluntary. If early release of Soldiers to support an on-post fundraiser is Command initiated, all Soldiers (regardless of whether they actually participate in the fundraiser) must be released early and participation at the fundraiser must still be voluntary.

g. Family readiness groups authorized by the Installation Commander may be supported from CFC funds. Certification and application for support must be made by the appropriate commander to the Local Federal Campaign Coordinator. Early application is highly recommended. Specific criteria for application can be obtained from the Installation Solicitation Officer in the DMWR.

h. AR 608-1, permits an FRG fund to earn a gross income of up to \$10,000 for the use of FRG mission related purposes. FRGs that earn income from outside their FRG membership (but on the installation) and use those funds only for FRG mission-related activities are fundraising within the limits of their official purpose. These FRGs are not required to pay federal income tax or file for tax-exempt status.

Chapter 3

Unit Informal Funds

3-1. Unit Informal Funds. Unit informal funds, as defined in para 1-5, may collect fees and membership dues and sell tickets to unit events such as dining-

ins and balls in the federal workplace, and engage in other fundraising in approved locations. Unit informal funds exist solely to provide benefits to the personnel associated with the unit and their family members. Examples of informal funds are cup and flower funds, baby gift funds, hail and farewell funds, graduation dinner funds, St. Barbara's Day Ball Funds, coffee funds, and picnic funds.

a. In the federal workplace. Informal funds will not engage in any fundraising activity in the federal workplace other than the collection of dues and contributions from members in the unit affiliated with the fund. These activities may collect contributions in the federal workplace because this activity is not charitable fundraising and is not prohibited. Such funds may be authorized at the discretion of the commander IAW AR 600-20, para 4-21. Sample documentation is provided at Appendix E and a copy must be kept on file with the fund custodian. No further approval for collections is required. An incidental contribution from a nonmember of the unit is not prohibited. For example, a visitor to the office pays 25 cents to the office coffee fund for a cup of coffee. That would be considered an incidental contribution and is allowable.

b. Outside the federal workplace. Unit informal funds may fundraise in a non-duty status in non-workplace areas of the installation with appropriate approvals. Request for approval is at Appendix E. For example, with appropriate approvals, the Law Day Activity Fund could have a bake sale at the PX Entrance to raise funds for Law Day activities. Money raised by fundraising activities in a single year should not exceed \$1,000, but that amount does not include funds contributed by members, such as payment of membership dues or fees.

c. Brigade commander may approve fundraisers within unit area. The Garrison Commander approves all fundraiser conducted outside unit area. Ethics Counselor coordination is required, regardless of the approval authority.

3-2. Taxes. The IRS permits tax-exempt organizations to earn up to \$1,000 in unrelated business income (UBI) from persons outside their membership in any calendar year without payment of taxes. Unrelated business income is income produced to support activities outside the scope of the informal fund's mission. Since informal funds may be organized in support of tax-exempt, charitable, or other missions, any informal fund with yearly income from outside its membership meeting or exceeding \$1,000 is required to provide tax-exempt documentation from the IRS to the MWR Director. Oklahoma and Comanche County sales taxes will generally apply to sales conducted by informal funds, and such funds must ensure such taxes are collected and remitted to the state promptly. Informal Funds, just like FRG Informal Funds, are not equipped to handle the legal ramifications that excessive fundraising can entail. Therefore, unit informal funds should make every effort to keep all income, regardless of whether it is business or non business related, to \$1,000 or less. Fundraising in

excess of that amount will require that the informal fund consult with a private accountant or attorney to assess whether the informal fund needs to apply for tax exempt status and whether the informal fund is liable for any taxes to the IRS.

Chapter 4

Officially Recognized Private Organizations

4-1. General.

a. Private organizations (POs) may be authorized to exist on the installation with the consent of the Garrison Commander. Fundraisers for private organizations will be approved using the form at Appendix G.

b. Each officer of an on-post private organization should read and agree to comply with DOD Instruction 1000.15, Private Organizations on DOD Installations, AR 210-22, and this regulation. Organizations applying for permission to operate on Fort Sill should certify that all officers are familiar and agree to comply with the instruction and regulation, and that all newly elected officers will become familiar with the instruction and regulation.

c. Each PO must have Garrison Commander approval authorizing operation on the installation. Biannual revalidation is necessary. POs must update the following annually and submit to the PO coordinator in MWR:

- (1) Newly elected board members to include names, addresses, work phone, and work e-mail addresses (if available) immediately upon change.
- (2) Documentation indicating DOD membership remains in excess of 50 percent.
- (3) Minutes or Summaries of PO Meetings.
- (4) Financial Statements.
- (5) Any Major changes in PO activities, membership requirements, officers, objectives, constitution, bylaws, use of funds, and management functions.
- (6) Names, addresses, and phone numbers of officers.
- (7) Copy of audit reports.
- (8) Copy of any correspondence about applicability of Federal, State, or local laws. Any PO that fails to timely submit the annually required documents may be terminated from Fort Sill. Terminated POs will immediately loose all

logistical support, fundraising privileges, and will not be permitted to operate on Fort Sill in any form.

d. Submit applications for approval of a private organization to operate on Fort Sill to Directorate of Morale, Welfare, and Recreation. ATTN: Private Organization Coordinator, Post Office Box 33007, Fort Sill, OK 73503. A list of approving documents may either be found in AR 210-22, paragraph 2-1, or with the installation Private Organization Coordinator.

e. Private organizations have no federal immunity and must comply with state laws. Oklahoma laws prohibit gambling; accordingly, private organizations may not conduct gambling events such as 49'er parties, Monte Carlo Nights, bingo, or lotteries. Private organizations may not sell chances to win prizes; however, such chances may be given away. When this occurs, donations may be accepted.

f. Private organizations will comply with all Federal, State, and local tax laws and codes. (The PO will contact the proper tax officials to ensure compliance with all tax laws and will obtain private counsel when such assistance is needed.)

(1) Federal Income Tax. Certain types of POs (such as religious, educational, or scientific) may qualify for exemption from Federal income tax under section 501 of the Internal Revenue Code. When a parent organization controls taxes for local chapters, the local PO will furnish a statement to this effect, one that is signed by an official of the parent organization's headquarters. Other POs will obtain a statement of their tax status from their Internal Revenue Service (IRS) district office.

(2) Federal Income Tax Withholding for Employees. For Federal employee taxes and reports on amounts paid, POs will obtain guidance from private counsel or the IRS.

(3) Other Taxes. State and local sales, income, occupation, and employer taxes.

g. Private organizations wishing to incorporate should apply to the Secretary of State for Oklahoma.

h. Private organizations that are not primarily composed of Soldiers, DA civilians, and their family members, generally will not be approved to operate on Fort Sill.

4-2. Fundraisers. Paragraph 3-211 of the Joint Ethics Regulation generally prohibits official support to non-Federal entity fundraisers, including membership drives. Official support includes the providing of space, facilities, or personnel for a fundraiser at no cost to the private organization. Events which are not raising

funds may receive official support when such support would not be authorized were the same event held for fundraising purposes. Groups that are composed primarily of Soldiers, civilian employees, and their family members are generally permitted to fundraise on the installation but are encouraged to fundraise as an informal fund when fundraising for their own morale purposes.

a. Private organizations must submit a request to the PO coordinator to conduct fundraising or special events a minimum of 45 days prior to the event. Request must include type of event, date, time, proposed location, and point of contact with address and phone number. Under Army regulations, on-post commercial sponsorship is limited to MWR programs and events only. If the event will involve serving of hot food items, the organization must also contact the Environmental Health Officer at Preventive Medicine, MEDDAC, to set up training for food handlers.

b. Private organizations are not authorized to solicit for commercial sponsorship or to accept unsolicited commercial sponsorship for an on-post fundraiser or special event. Commercial sponsorship is defined as an act of providing assistance, funding goods, equipment, or services to a MWR program(s) or event(s) by an individual, agency, association, company or corporation, or other entity (sponsor) for a specific (limited) period of time in return for public recognition or opportunities for advertising and other promotions. Private organizations may, however, accept donations. Pursuant to the Joint Ethics Regulation, fundraising off the installation for a specific event may reduce the amount of official support that can be provided to the event. If donations to the PO fundraiser or event are anticipated, submit a list of proposed donors to the PO coordinator for approval along with the event request.

c. Private organizations are not allowed to authorize the posting of commercial ads and/or signage at events except when the PO is paying to rent an indoor MWR facility and the event is not open to the public. Private organizations are not allowed to authorize their approved donors to collect names for any purpose or to conduct or solicit business during the event. Logistical support, if requested, is considered on a case-by-case basis. If logistical support is approved on a reimbursable basis, send an approved copy of the fundraising request to Directorate of Public Works, Business Management Division, for billing purposes.

d. Private organizations are generally prohibited from fundraising on the installation to benefit civilian charities or off-post civilian organizations. Those organizations are eligible to receive funds through the Combined Federal Campaign. For exceptions, see para 1-6d.

Appendix A References

Section I Required Publications

AR 600-29

Fund-Raising Within the Department of the Army (1 June 2001)

AR 210-22

Private Organizations on Department of the Army Installations (22 October 2001)

AR 600-20

Army Command Policy (18 March 2008)

AR 608-1

Army Community Service Center – Appendix J (19 September 2007)

DoDD 5500.7-R

(Joint Ethics Regulation)

DODI 1000.15

Private Organizations on DOD Installations (24 October 2008)

Section II Related Publications

AR 40-5

Preventive Medicine (25 May 2007).

AR 60-10

Army and Air Force Exchange Service General Policies (17 June 1988)

AR 165-1

Chaplain Activities in the United States Army (3 December 2009)

AR 215-1

Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities (31 July 2007)

TRADOC REG 350-6

Enlisted Initial Entry Training Policies and Administration (16 November 2007)

United States Code, Title 26, §501

Internal Revenue Code

TB MED 530

Occupational and Environmental Food Service Sanitation (30 October 2002)

ACO 252:605-1

Oklahoma State Regulation on Discharge of Wastewater (2 October 2000)

Section III

Prescribed Forms

This section contains no entries.

Section IV

Referenced Forms

DA Form 2028

Recommended Changes to Publications and Blank Forms

**Appendix B
Fundraising Points of Contact**

Garrison Commander	580-442-3106
Director of Morale, Welfare, and Recreation	580-442-3001
Ethics Counselor	580-442-1091/2685
Private Organizations Liaison/Fundraising POC/FRG Fundraising Coordinator	580-442-3113
Preventive Medicine	580-442-3175
AAFES Manager	580-248-7006
Commissary Manager	580-442-3601, extension #3122
Post Safety	580-442-4466

**Appendix C
Sample FRG SOP**

Office Symbol

Date

MEMORANDUM FOR Leaders, Soldiers, and Spouses of (Unit)

SUBJECT: Family Readiness Group (FRG) Organizing and Informal Fund Standard Operating Procedures

1. Reference

- a. Army Regulation (AR) 608-1, Army Community Center, Appendix J (21 JULY 2006)
- b. AR 210-22, Private Organizations on Department of the Army Installations (22 October 2001)
- c. AR 600-29, Fundraising within the Department of the Army (01 June 2001)
- d. AR 600-20, Army Command Policy (06 June 2006)
- e. AR 608-1, Army Community Service Center (06 December 2006)
- f. USAFACFS Reg. 608-2, Fundraising (29 April 2005)

2. Purpose. To provide guidance for sustaining FRG activities and maintaining an informal fund within (Unit). The primary goal of our FRG is to support our military mission through provision of support, outreach, and information to family members and Soldiers. The FRG is a recognized organization of family members and Soldiers belonging to this unit, who together provide an avenue of mutual support and assistance, and a network of communication among the family members, the chain of command, and community resources.

3. Responsibilities.

a. Commander.

(1) Anticipates and addresses the needs of the Soldiers and their families when a temporary separation occurs through orientation programs, FRG newsletters, predeployment briefings, family assistance handbooks, and social functions.

(2) Facilitates systems of mutual assistance and a network of communication prior to and during deployment that includes the FRG and the chain of command.

(3) Actively sanctions the FRG and officially appoints, in writing, the key representatives (FRG leader, treasurer, key caller, and welcome committee chair).

(4) Provides unit information systems, facilities, and resources to the FRG to include space, volunteer support, paper and printing supplies for FRG Newsletter, government vehicles and transportation, appropriated funds, reimbursement of incidental expenses, unit rosters, government mailing, and administrative supplies.

(5) Ensures that family members receive an installation telephone directory, and prior to a deployment a family assistance handbook.

(6) Oversees the management of the FRG Informal Fund.

b. FRG Leader.

(1) Serves as the commander's primary family member representative and point of contact.

(2) Represents the FRG along with the commander at battalion level family readiness meetings or functions.

(3) Serves as the primary liaison between the commander and family members.

c. FRG Informal Fund Custodian (Treasurer).

(1) Maintains, accounts for, and documents spending of the FRG informal fund.

(2) Provides the commander with financial reports.

(3) Ensures that use of the FRG fund is limited to expenses that support the purpose and mission of the FRG, and that the money will not be spent in a way that appears to be improper or contrary to Army interests.

d. Soldiers.

(1) Keep the chain of command informed of any change in family status (marriage, births, divorce, deaths, etc.)

(2) Keep appropriate deployment documents such as Family Care Plans and required emergency data updated in their personnel files.

(3) Ensure that information regarding the FRG is provided to family members.

(4) Support and encourage family members to support the programs, services, and activities designed to maintain and enhance the quality of life and well being of all members of the FRG.

4. FRG Meetings. FRG meetings will be held _____ per month at (location and time to be determined by the FRG Leader and commander). Purposes of the meetings include but are not limited to:

- a. Plan and coordinate future FRG activities or functions.
- b. Disseminate important command information about upcoming training events, distribute updated calendars, etc.
- c. Welcome new family members.
- d. Review FRG informal fund status.

5. FRG Volunteers. Includes FRG Leader, Treasurer, Key Caller, and Welcome Committee Chair.

- a. Will be appointed by the Unit Commander. Copies of appointment letters will be forwarded to ACS.
- b. Will in-process with ACS Center and register as statutory volunteers.
- c. Will possess a job description.
- d. Unit Commander will ensure that volunteer hours are submitted monthly to ACS.

6. FRG Informal Fund. The FRG fund is considered an informal fund. Use of the fund is limited to expenses that support the purpose and mission of the FRG, and will be used for activities that support the entire group rather than for specific individuals. The fund will not be spent in a way that appears to be improper or contrary to Army interests. Any disbursement of funds will first be approved by the FRG members. (FRG may outline here how approval will be obtained; for example, by majority vote). The following guidance will be followed:

- a. The fund's purpose and function are to provide support and recognition to the FRG members during the following life events: organizational functions and

to purchase sympathy card/flowers upon hospitalization or in the event of death of any unit members and its immediate relatives

b. Only one informal fund may be maintained. To avoid Federal income tax liability, the fund will be capped at an annual gross income of \$10,000. If the fund was ever to reach an amount above \$10,000, immediate action will be taken to reduce the fund to \$10,000. The informal fund will be earmarked for specific planned purposes.

c. The commander will appoint an FRG member in writing as the fund custodian/treasurer, and another as the alternate. The fund custodian and alternate will be responsible for informal fund custody, accounting, and documentation. The informal fund custodian and alternate will be liable for any loss or misuse of funds. The custodian may open a bank account, under the FRG's name that does not bear interest or dividends, with a letter from the commander designating who may draw checks on the account. The unit commander may require the fund to be bonded in accordance with AR 210-22. FRG informal funds may not be deposited or mixed with personal or unit funds. The custodian will provide the unit commander a monthly report. An annual report on the fund will be provided to the first colonel (O6) commander or designee in the unit's chain of command no later than 30 days after the end of the calendar year. A report will also be provided upon a change of command, change of custodians, and when irregularities are suspected.

d. Examples of authorized uses of the fund are: FRG newsletter that contains predominately unofficial information, purely social activities, holiday parties, FRG parties or outings, volunteer recognition, supplemental unit send-off and welcome home activities, etc.

e. Examples of unauthorized uses of the fund are: augment other unit informal funds; purchase items or services which may be paid for by using APFs; and purchase traditional military gifts, such as farewell gifts

f. This FRG informal fund is for the benefit of its members only and is established exclusively for charitable purposes and to provide support to Soldiers and family members as the Soldier and families adapt to Army life. It is not a business and is not being run to generate any profits. It is not an instrumentality of the United States Government.

7. Fundraising.

a. External fundraising outside the installation is not permitted.

b. Internal Fundraising may be conducted, in compliance with AR 608-1, App. J; AR 600-29, paragraph 1-5; DoD 5500.7-R Joints Ethics Regulation; and USAFCOEFS Regulation 608-2. The FRG may officially fundraise internally from

its own community members or dependents, and from all persons benefiting from the FRG. Therefore, if the installation benefits from the FRG, the FRG may fundraise across the entire installation. All fundraising activities, regardless of its location, will require prior approval from the Garrison Commander. Unless other guidance is provided, the request for fundraiser approval will be submitted to the installation's Private Organization Coordinator, Ms. Cheryl Foster; and will need a legal review from the Office of the Staff Judge Advocate's Ethics Counselor.

(1) A risk assessment plan may be required by the Garrison Commander or his designated safety representative, for their concurrence, prior to the scheduled event. The risk assessment will be written, and will include countermeasures for each risk identified. The risk assessment will include all potential hazards to all personnel, property, equipment, moving parts, fuels, compressed gases, flammable liquids, chemicals, poisons and pesticides, water sanitations, slips, falls, entanglements and fires. The unit commander will review and approve the risk assessment, before it is provided to the Garrison.

(2) If a risk assessment plan is required, an after action report will be submitted to the Private Organization Coordinator, MWR Headquarters, (580) 442-3113, within 30 days of completion of the fundraiser.

8. Solicitation and Donations. Solicitation of donations and gifts are prohibited. The FRG may not unilaterally accept unsolicited donations. The unit commander may accept an unsolicited gift or donation of money or tangible personal property of a value of \$1,000 or less for its FGR informal fund, after consultation with the installation Ethics Counselor. Any other unsolicited donations will have to be donated to MWR, by the donor; and accepted by the Garrison Commander for the benefit of all FRGs functioning on our installation.

9. FRG Newsletter. The FRG will publish a newsletter once per month (or as decided by the commander). The unit will prepare a standard operating procedure (SOP) that will provide guidance on preparation, printing, and distribution of FRG newsletters. The goal of the newsletter is to disseminate important family readiness and command information to soldiers and family members within the unit. Newsletters may be distributed by e-mail or official mail. In order for newsletters to be mailed using official government prepaid envelopes, they must contain official information. The newsletter must clearly state that it only contains official information.

a. Prior to mailing, the commander will apply the following guidelines to determine whether the content of the newsletter is official:

(1) Information related to unit mission and readiness, including family readiness.

(2) Information which is educational in nature, designed to promote informed, self-reliant service members and families.

(3) Information regarding service members and families which promote unit cohesion and helps strengthen the ongoing esprit among family members within the unit.

b. When the unit commander determines that a newsletter contains unofficial information (may not exceed 20 percent of the printed space used for official information), but also includes official information, then the following statement must be included, "The inclusion of some official information in this FRG newsletter has not increased the cost to the Government, in accordance with DoD 4525.8-M, Official Mail Management Manual". If the unofficial information increases the mailing cost to the government or includes personal wanted/for sale advertisements, then official mail may not be used, and the FRG will be responsible for paying the mail cost; by using, for example informal funds.

10. Government Vehicles. The unit commander may authorize the use of Government vehicles to support official FRG activities when:

a. It has been determined that the use of the vehicle is for official purposes and that failure to provide such support would have an adverse affect effect on the FRG mission.

b. The driver has a valid and current license to operate the vehicle, and all other regulatory requirements regarding the use of Government vehicle have been followed.

c. The use of the vehicle can be provided without detriment to the accomplishment of the unit's mission.

d. The authorization to drive a Government vehicle will be included in the volunteer's position description.

e. Only statutorily registered volunteers will be authorized to drive a Government vehicle.

11. Telephone Network/Chain of Concern. The company telephone network or chain of concern is a vital tool in disseminating information to members of the FRG. To facilitate phone contacts, a FRG roster consisting of names, addresses, and telephone numbers of Soldiers and families within the unit will be distributed to FRG volunteers. Participation must be on a voluntary basis and a Privacy Act statement will be included on the roster. To maintain maximum participation, the purpose of collecting this information will be explained to all Soldiers during their in-processing into the company and to all family members at a FRG meeting or welcome briefing.

12. Recommendations. An active FRG is vital to unit effectiveness during deployment or extended training exercises. All Soldiers and family members are encouraged to provide feedback and recommendations to improve FRG operations. Recommendations can be given verbally or in writing to the FRG coordinator or company commander.

13. This SOP has been approved by the majority of its members. Effective date _____.

Print Name and Signature
Informal Fund Custodian (Treasurer/leader)

Print Name and Signature
Alternate Fund Custodian

Print Name and Signature
XXX, XX
Commanding

**Appendix D
FRG Fund Raiser Request Form**

Family Readiness Group (FRG) FUND RAISER REQUEST FORM	
<p>This form must be completed and submitted to the FRG Coordinator located in Directorate of Family, Morale, Welfare and Recreation (DFMWR) at least 30 days prior to the date of the event for fundraisers which are outside the unit area or target individuals who are not part of the unit. Requests for fundraisers that are in the unit area, do not target personnel outside the unit, and do not compete with Army and Air Force Exchange Services (AAFES) or DFMWR should be completed and submitted to the Brigade Commander or equivalent at least 15 days prior to the event. IF A FRG IS HAVING A TOURNAMENT ACTIVITY IN AN DFMWR FACILITY (BOWLING TOURNAMENT, GOLF TOURNAMENT, ETC.) AND IS PAYING FOR THE USE OF THE DFMWR FACILITY APPROVAL IS NOT REQUIRED; HOWEVER, THE FRG MUST STILL COMPLY WITH RESTRICTIONS IN FS REGULATION 608-2 (No advertising outside the Army family no solicitation of civilian businesses, etc.) The FRG must coordinate at least one month in advance with Preventive Medicine to provide adequate time to train food handlers if the event will involve serving hot food.</p>	
Name of Organization	
Type of Event,(i.e. car wash, bake sale, etc)	
Desired Date/Time	
Location (where/building number and street)	
OFF POST FUNDRAISING IS PROHIBITED. THIS INCLUDES ADVERTISING IN CIVILIAN MEDIA THAT TARGETS NON-DOD AFFILIATED INDIVIDUALS.	
Items, Services, Activities to be Offered:	
Type of Food/Drink to be offered:	
I certify that all sales taxes will be collected and submitted in a timely manner to the State of Oklahoma.	
Requester's Signature	Telephone #
Proposed use of funds raised:	
Current FRG Fund Balance: \$	As of (Enter Date)
FRG Annual Gross Income \$	

**Appendix D
FRG Fund Raiser Request Form (Cont.)**

CONCUR/NONCONCUR AND APPROVAL/DISAPPROVAL			
The Brigade Commander concurrence and signature of requester must be completed PRIOR to submission to the Family Readiness Group Coordinator. Ethics Counselor coordination is required for any fundraiser, internal or external, that receives official support.			
COORDINATION:	CONCUR / NONCONCUR:	DATE:	COMMENTS:
	<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR		
	<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR		
	<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR		
	<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR		
	<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR		
	<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR		
	<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR		
	<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR		
	<input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR		
Approving Official:	<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL		
ADDITIONAL COMMENTS:			

Appendix E
Registration of Informal Fund

1. This is the Fund Registration of the _____ Fund, Fort Sill, Oklahoma (hereinafter "the fund"). The fund is an informal fund authorized under AR 600-20, para. 4-21; it is not an agency or activity of the U.S. Army.

2. The purpose of the fund is to collect and disburse funds to pay for _____. Funds will come from the following activities:
 - a. _____
 - b. _____

3. The fund designates _____ as the only individual (Name) responsible for fund custody, accounting and documentation (hereinafter "fund custodian"). The fund custodian may be contacted at _____.

(Phone number)

4. On a semiannual basis, the fund custodian must provide financial status information to the unit commander or, if not affiliated with a particular unit, to the Ethics Counselor.

Name of Fund Custodian (Print)

Signature of Fund Custodian

Date

COPY RETURNED TO CUSTODIAN _____

**Appendix F
Informal Fund Fundraiser Request Form**

Other than immediate commander approval, for fundraisers located within the unit area, no outside approval is required. Ethics Counselor concurrence, through the Fundraiser Coordinator, is still required. This form must be submitted to the Fundraiser Coordinator for fundraisers by informal funds outside the unit area. This form must be completed and submitted thru the chain of command to the Ethics Counselor and the Fundraiser Coordinator at least 20 days prior to the date of the event. IF AN INFORMAL FUND IS HAVING AN ACTIVITY IN AN MWR FACILITY (BOWLING TOURNAMENT, GOLF TOURNAMENT, BALL, ETC.) AND IS PAYING FOR THE USE OF THE MWR FACILITY, FUNDRAISING APPROVAL IS NOT REQUIRED; HOWEVER, OTHER RESTRICTIONS IN THIS REGULATION MAY APPLY (No advertising outside the Army family, no solicitation of civilian businesses, etc.).

Type of Event, (i.e., car wash, bake sale)

Desired Date/Time _____

Location (where/building number and street) _____

OFF POST FUNDRAISING IS PROHIBITED. THIS INCLUDES ADVERTISING IN CIVILIAN MEDIA THAT TARGETS NON-DOD AFFILIATED INDIVIDUALS.

Items, Services, Activities to be offered:

Type of Food/Drink to be offered:

I certify that all sales taxes will be collected and submitted in a timely manner to the state of Oklahoma.

Requester's Signature _____

Telephone # _____

PROPOSED USE OF FUNDS RAISED:

CURRENT INFORMAL FUND BALANCE: \$ _____ as of _____, 20__.

FUND ANNUAL GROSS INCOME: \$ _____ as of _____, 20__.

CONCUR/NONCONCUR and APPROVAL/DISAPPROVAL (Circle appropriate one)

CHAIN OF COMMAND RECOMMENDATION

CHAIN OF COMMAND RECOMMENDATION, (IF IN UNIT AREA, BDE COMMANDER MAY APPROVE, following Ethics Counselor coordination as required by the Joint Ethics Regulation).

(Concur/Nonconcur) Preventive Medicine, IF INVOLVES SALES of HOT FOOD

(Concur/Nonconcur) AAFES Manager, IF LOCATED AT AAFES or COMPETES WITH AAFES

(Concur/Nonconcur) Commissary Manager (if at Commissary)

(Concur/Nonconcur) Facility Manager (e.g., if at MWR Activity)

(Concur/Nonconcur) DMWR (if competes with MWR)

(Concur/Nonconcur) Ethics Counselor (will submit to Garrison Commander if outside unit area)

(Approved/Disapproved) Garrison Commander

DATE

**Appendix G
Private Organization Fundraiser Request Form**

This form should be submitted for all fundraisers by private organizations a minimum of 45 days in advance of the event. Submit to the Private Organizations Coordinator, DMWR. IF A PRIVATE ORGANIZATION IS HAVING AN ACTIVITY IN AN MWR FACILITY (BOWLING TOURNAMENT, GOLF TOURNAMENT, BALL, ETC.) AND IS PAYING FOR THE USE OF THE MWR FACILITY, FUNDRAISING APPROVAL IS NOT REQUIRED; HOWEVER, OTHER RESTRICTIONS IN THIS REGULATION MAY APPLY (No advertising outside the Army family, no solicitation of civilian businesses; no political activities in government-owned buildings, etc.).

Name of Private Organization

Is the Private Organization Approved to Operate on this Installation? (Circle one)

YES No

As of what date? _____

Type of Event, (i.e., car wash, bake sale)

Desired Date/Time _____

Location _____

OFF POST SOLICITATION IS PROHIBITED IN CONJUNCTION WITH AN ON-POST FUNDRAISER. THIS INCLUDES ADVERTISING IN CIVILIAN MEDIA THAT TARGETS NON-DOD AFFILIATED INDIVIDUALS. UNSOLICITED DONATIONS MAY BE ACCEPTED.

Items, Services, Activities to be offered:

If you expect to receive unsolicited donations from off-post businesses, list them here:

Type of Food/Drink to be offered:

FUNDS WILL BE USED FOR:

I certify that all sales taxes will be collected and submitted in a timely manner to the state of Oklahoma.

Requester's Signature _____

Telephone # _____

CONCUR/NONCONCUR and APPROVAL/DISAPPROVAL

(Concur/Nonconcur) (Private Organization Coordinator, DMWR)

(Concur/Nonconcur) Preventive Medicine, IF INVOLVES SALES of HOT FOOD

(Concur/Nonconcur) AAFES Manager, IF LOCATED AT AAFES or COMPETES WITH AAFES

(Concur/Nonconcur) Commissary Manager (if at Commissary)

(Concur/Nonconcur) Facility Manager (e.g., if at MWR Activity)

(Concur/Nonconcur) DMWR (if competes with MWR)

(Concur/Nonconcur) Ethics Counselor (will submit to Garrison Commander)

(Approved/Disapproved) Garrison Commander

DATE

Appendix H
FRG Fundraising Ideas

SILENT AUCTIONS

AUCTION OFF BOXED LUNCHES AT A PICNIC OR SPECIAL DINNERS

CHARGE FOR SERVICES SUCH AS DOG WASHING OR YARD WORK

BAKE SALES

CHILI COOK-OFF

HOLIDAY WRAPPING

TALENT CONTEST

UNIT COOKBOOKS

UNIT FUN COMPETITIONS – Charge admission to games between unit personnel; fun runs, prettiest baby, biggest dog, best putter, best apple pie, watermelon-eating competition; etc.

DUNK TANKS

CAR WASHES IN APPROVED FACILITY

Glossary

Section I Abbreviations

Section II Terms

Family Readiness Group (FRG)

A command sponsored organization of family members, volunteers, and Soldiers belonging to a unit that together provide an avenue of mutual support and assistance and a network of communications among the family members, the chain of command, and community resources.

Fundraising

For purposes of this regulation, fundraising is considered to be any act of raising money by a group that is receiving some level of official support in its effort. Official support could include being allowed access to the installation for the fundraiser, as well as the use of official resources at no cost. Groups which are renting an MWR facility for fair market value for their event are not considered to be fundraising for the purposes of this regulation; however, other installation policies, such as the requirement for inspection of hot food items and the prohibition on political activities or advertisement, may still apply.

Informal Fund (IF)

An unofficial fund authorized by the unit commander that is limited in its scope of activities, membership, or funds.

Nonappropriated Funds (NAF)

Cash and other assets received from sources other than Congressional appropriations. Nonappropriated funds are government funds used for the collective benefit of those who generate them. These funds are separate and apart from funds that are recorded in the books of the Treasurer of the United States.

Private Organization (PO)

A self-sustaining non-Federal entity, incorporated or unincorporated, which is operated on DoD installations with the written consent of the Garrison Commander or higher authority, by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the federal government.

Unit Activity Fund

Monetary nonappropriated fund support received through the IMWRF. Installation commanders make the determination on NAF support. Such support will be applied equitably to all units or personnel within the installation.

Installation units receiving NAF support are referred to as “unit activities” and are accounted for within the IMWRF.

Section III
Special Abbreviations and Terms

This section contains no entries.

IMSW-SIL-MW



RAYMOND P. LACEY
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

DISTRIBUTION:
Fort Sill Intranet