



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-ZA

22 DEC. 2016.

**UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER # 22**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fund-Raising Policy

1. **REFERENCES:**

- a. Army Regulation (AR) 1-100, The Army Gift Program, 27 July 2015.
- b. AR 165-1, Army Chaplain Corps Activities, 23 June 2015.
- c. AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.
- d. AR 215-1, Military Morale, Welfare, and Recreation (MWR) Programs and Non-appropriated Fund (NAF) Instrumentalities, 24 September 2010.
- e. AR 600-20, Army Command Policy, 6 November 2014.
- f. AR 600-29, Fund-Raising Within the Department of the Army (DA), 7 June 2010.
- g. AR 608-1, Army Community Service (ACS), 13 March 2013.
- h. AR 930-4, Army Emergency Relief (AER), 22 February 2008.
- i. Department of Defense (DoD) 5500.7-R, Joint Ethics Regulation (JER), 1 August 1993, Change 7, 17 November 2011.

2. **PURPOSE:** To prescribe policies governing fund-raising activities on USAG-Y.

3. **APPLICABILITY:** This policy applies to all individuals, Private Organizations (POs), military units, and agencies (i.e., formal organizations, Family Readiness Groups (FRGs), cup and flower funds) who is considering fund-raising activities on USAG-Y.

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4. **AUTHORIZED FUND-RAISING:** In accordance with (IAW) AR 600-29, the following five (5) types of fund-raising activities are authorized within Department of the Army (DA).

a. Fund-raising for Combined Federal Campaign (CFC).

b. Fund-raising approved by United States Office of Personnel Management (OPM) for an emergency or disaster appeal. OPM authorizes special approval for fund-raising efforts.

c. Fund-raising supporting Army Emergency Relief (AER). Apart from CFC and OPM-approved fund-raising, AER annual campaign is the only such fund-raising conducted Army wide.

d. Local fund-raising. See paragraph 5 below.

e. Religious fund-raising in connection with religious services and conducted IAW AR 165-1.

5. **LOCAL FUND-RAISING:**

a. Provided on-the-job fund-raising is not involved, the following are examples of fund-raising activities organizations may conduct on USAG-Y upon garrison commander (GC) approval:

(1) Fund-raising conducted by organizations composed primarily of Army personnel or their Family members, among their own members, only to benefit welfare funds for their own members. Included in this group are installation MWR activities, as provided in AR 215-1, and informal funds, such as cup and flower funds IAW AR 600-20. This provision includes fund-raising activities such as bake sales, car washes, and other minor events to raise unit funds to support organization day or other activities.

(2) IAW AR 608-1 and AR 600-20, occasional fund-raising to support FRGs and command authorization of informal funds and other official fund-raising by organizations respectively are composed primarily of DoD or DA employees or their Family members. DoD 5500.7-R states when fund-raising among their own members or Family members cannot benefit of their own welfare funds.

(3) Occasional fund-raising to support on-post private organizations authorized to operate on USAG-Y IAW AR 210-22 and other unlimited fundraising activities to assist those in need.

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b. Fund-raisers within the organizational area for the unit informal fund or the FRG informal fund, require approval from the area commander.

c. Those conducting fund-raising activities within Family, Morale, Welfare, and Recreation (FMWR) (e.g., Recreation Centers, Fitness Facilities) or outdoor fields a utilization fee is charged IAW AR 215-1, paragraph 12-8.

d. Exceptions to the following requirements are granted on a case-by-case basis by the GC:

(1) Fund-raisers held at FMWR facilities, offering food and beverages, are required to pay for such support at the respective facility. AR 215-1 prohibits bringing food and beverages into clubs not provided by the club system.

(2) If equipment is rented, fund-raisers are required to utilize FMWR equipment available through the NAF rental program (e.g., tents, chairs, tables, inflatable, games, IT equipment, sound systems, stages, etc.) and rental fees are required for such support.

(3) Under most circumstances, no more than one fund-raiser per quarter, per organization is approved. The USAG-Yongsan Commander determines any exceptions to this policy.

## **6. FUND-RAISER REQUEST PROCEDURES:**

a. To fund-raise within USAG-Y, written requests is submitted to FMWR, Financial Management Branch (FMB). Requests will include the following information:

(1) Name of the organization.

(2) Proposed date, time, and duration of the event.

(3) Describe the fund-raising event purpose (i.e., for what fund is money being raised and how funds raised will be used).

(4) Provide a list of items sold or services provided (e.g., bake sales, dances, seasonal gift-wrapping, car wash, etc.).

(5) Proof of Army and Air Force Exchange Service (AAFES) or FMWR activity approval is required when fund-raising activities affect their facilities' operation (i.e., selling items or services that are provided by AAFES or an FMWR activity).

(6) Point of Contact (Name, number, and email address)

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b. Requests are submitted 30-days in advance of the event to allow for adequate time, review, and approval.

c. Organizations will not advertise (e.g., AFN-K, Morning Calm Newspaper, posters, flyers, etc.) fund-raiser prior to receiving written approval from the GC.

d. Submitting a fund-raising request does not guarantee approval. Furthermore, fund-raising requests during any of the service-relief fund annual campaigns for nonservice relief purposes are limited in scope and number.

**7. PROHIBITED ACTIVITIES:**

a. Individuals or organizations conducting fund-raisers WILL NOT:

(1) Sell any alcoholic beverages. However, POs, military units, and agencies may request FMWR to provide such services at any of their events after seeking legal review and Garrison Commander's approval.

(2) Conduct fund-raising activities off USAG-Y Installation in any manner that violates Korean Law or the Status of Forces Agreement (SOFA).

(3) Conduct raffles, lottery, or door prize fund-raisers without prior, separate, written approval from FMWR and legal review from the Consolidated Legal Office.

(4) Conduct drawings that include or target non-SOFA persons.

(5) Charge fees to enter USAG-Y Installations or use facilities.

(6) Conduct fund-raising in an official capacity or in military uniform.

(7) Conduct fund-raisers for personal gain.

(8) Conduct door-to-door activities.

(9) Conduct a prohibited fund-raising activity. A prohibited fund-raising activity is any practice that involves compulsion, coercion, or other action contrary to the concept of true voluntary giving. These prohibited actions include, but are not limited to —

(a) Solicitation of employees by their commander, supervisor, or any individual in their supervisory chain of command.

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(b) Supervisory inquiries about whether an employee chose to contribute, the amount contributed, or the organization(s) the employee contributed to.

(c) Fair-share giving guides, when provided in CFC campaign materials, will not be represented or interpreted as individual assessments, quotas, or goals.

(d) Developing and using lists of either non-contributors or contributors for purposes other than routine collection and forwarding of contributions and allotments.

(e) For military members, granting special favors, privileges, or entitlements, such as special passes, leave privileges, or the wearing of civilian clothing are inducements to contribute.

(f) Harassing an individual through continued discussions, meetings, orientations, "counseling," or other methods to cause an individual to change his or her decision to give or not give. This restriction does not prohibit a keyworker from following up on a solicitation when, during the initial contact, the individual solicited had not indicated a decision, preferred to delay the decision until a later time, or was otherwise undecided.

(g) Telling or leading an individual to believe, either directly or indirectly, he/she is the only one, or one of a small number of people, preventing the achievement of an organizational goal, whether it is a participatory goal or monetary goal.

(h) Soliciting government contractors.

8. The proponent for this policy is DFMWR, Financial Management Branch, at DSN 723-8670, USAG-Y.

9. This policy supersedes United State Army Garrison-Yongsan Policy Letter 1-17, IMYN-MWR, 19 July 2014, Subject: United States Army Garrison-Yongsan Fund-Raising Policy.

Encl  
Fund-Raising Request Form



J. SCOTT PETERSON  
COL, CA  
Commanding

Distribution:  
A

## SAMPLE FUND-RAISING REQUEST FORM

### (LETTERHEAD)

(POs are not authorized to use the name or seal of DOD or the acronym "DOD" or any other name, abbreviation, seal, logo, insignia, or the like used by any DOD Component to identify any of its programs, locations, or activities.)

OFFICE SYMBOL \_\_\_\_\_

DATE \_\_\_\_\_

MEMORANDUM FOR USAG Yongsan, Financial Management Branch, Family and Morale, Welfare, and Recreation, APO AP 96205

SUBJECT: Request to Conduct Fundraiser

1. Organization: (Name of Private Organization)
2. Type of Fundraiser: (BBQ, Bake Sale, etc.)
3. When: (date or multiple dates)
4. Where: (exact location of event)
5. Time: (start and finish)
6. Purpose of Fundraiser or benefit to DOD community: (Explain how you plan to raise the money, whom the money will benefit and whether the event is open to the public or members only)
7. Site reservation was coordinated and approved by \_\_\_\_\_ on: (You must coordinate with the location POC for use of any facility prior to submitting your request to conduct a fundraiser)
8. Additional information. Include a detailed itinerary/description of complex or unusual fundraising events (i.e., event not similar to a BBQ or Bake Sale). Inadequate event description may result in a delay and return to the POC.
9. POs using an area for food service operations in conjunction with fundraising activities are responsible for submitting a request to operate a temporary food facility and must identify all food service personnel who prepare and handle food. Provide verification of their food service training with each formal fundraising request. Information on training and certification requirements can be obtained from the 121 CSH at 737-1749. Coordinate and schedule training at least 30 days in advance.
10. Any liability issues will be resolved through private settlement.
11. If approved, post a copy of this request at the fundraiser site.
12. POC for this event is \_\_\_\_\_ at DSN \_\_\_\_\_ / cell  
\_\_\_\_\_ or email at \_\_\_\_\_.

\_\_\_\_\_  
Signature  
Signature Block