



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

IMHM-MWN

14 August 2017

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #89, Fund Raising

1. References:

- a. DoD 5500.7-R, Joint Ethics Regulation (JER), 1 August 1993, Change 7, 17 November 2011.
- b. AR 1-100, Gifts and Donations, 15 November 1983.
- c. AR 165-1, Army Chaplain Corps Activities, 23 June 2015.
- d. AR 210-22, Private Organization on Department of the Army Installation, 22 October 2001.
- e. AR 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, 24 September 2010.
- f. AR 600-20, Army Command Policy, 18 March 2008, Rapid Action Revision 005, 20 September 2012.
- g. AR 600-29, Fund-Raising within the Department of the Army, 7 June 2010.
- h. AR 608-1, Army Community Service Center, 13 March 2013.
- i. AR 930-4, Army Emergency Relief, 22 February 2008.

2. Purpose. To prescribe policies governing fundraising activities on United States Army Garrison Humphreys (USAG-H).

3. Applicability. This policy applies to all individuals, Private Organizations (POs), military units, and agencies such as, formal organizations, Family Readiness Groups (FRGs), cup and flower funds that would like to fundraise on USAG-H.

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

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a. Fundraising for the Combined Federal Campaign (CFC).

b. Fundraising approved by U.S. Office of Personnel Management (OPM) for an emergency or disaster appeal. OPM may authorize special approval for fundraising efforts.

c. Fundraising in support of the Army Emergency Relief (AER). Apart from CFC and OPM-approved fundraising, the AER annual campaign is the only fundraising the Army may conduct Army wide.

d. Local fundraising. See paragraph 5 below.

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

5. Local Fundraisng.

a. Provided no on-the-job fundraising is involved, the following are examples of organizations that may conduct fundraising on USAG-H upon Garrison Commander (GC) approval:

(1) Fundraising 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 morale, welfare, and recreation activities, as provided in AR 215-1 and informal funds, such as cup and flower funds, which must be conducted in accordance with AR 600-20. This provision includes fundraising activities such as bake sales, car washes, and other minor events to raise unit funds in support of an organization day or other activities.

(2) Occasional fundraising in support of FRGs in accordance with AR 608-1, command authorization of informal funds in accordance with AR 600-20, and other official fundraising by organizations composed primarily of DOD or DA employees or their Family members when fund-raising among their own members or Family members for the benefit of their own welfare funds in accordance with DOD 5500.7-R.

(3) Occasional fundraising in support of on-post private organizations authorized to operate on USAG-H IAW AR 210-22 and USAG-H Policy Memorandum #27, Administration of Private Organizations, 25 October 2012, and other unlimited fundraising activities to assist those in need.

b. Fundraisers within the organizational area for the unit informal fund or the FRG informal fund, require approval from the Commander of that area only, unless the fundraiser is a car wash. In that case, approval must be obtained by the GC after receiving a temporary waiver to USAG-H Policy Memorandum #22, Water Pollution

Management Program for Maintenance Facilities, 1 August 2012, from the Chief, Environmental Division.

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

6. Fundraiser Request Procedures.

a. To fundraise within USAG-H, a written request using the enclosed form must be submitted to the DFMWR, 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) Description of the purpose of the fundraising event (i.e., for what fund is money being raised and how funds raised will be used).

(4) Provide a listing of the items to be sold or services to be provided (e.g., bake sales, BBQ foods, dances, seasonal gift wrapping, car wash, etc).

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

(6) Proof of location site approval.

(7) Name and phone number of a point of contact.

b. Requests need to be submitted 14 working days in advance of the event to allow adequate time for review and approval.

c. Organizations will not advertise (eg, AFN-K, Morning Calm Newspaper, posters, flyers, etc) the fundraiser prior to receiving written approval from the GC to conduct the fundraiser.

d. Submission of a fundraising request does not guarantee approval. Furthermore, fundraising requests during any of the service-relief fund annual campaigns for non-service relief purposes will be limited in scope and number.

7. Prohibited Activities.

a. Individuals or organizations conducting fundraisers **will not**:

- (1) Sell any alcoholic beverages.
- (2) Conduct fundraising activities off the USAG-H Installation in any manner that violates Korean Law or the Status of Forces Agreement (SOFA).
- (3) Conduct raffles, lottery, or door prize fundraisers without prior, separate, written approval from DFMWR and a legal review from the Consolidated Legal Office.
- (4) Conduct drawings that include or target non-SOFA persons.
- (5) Charge fees to enter USAG-H Installations or use facilities.
- (6) Conduct fundraising in an official capacity or in military uniform.
- (7) Conduct fundraisers for personal gain.
- (8) Conduct door-to-door activities.
- (9) Conduct a prohibited fund-raising activity. A prohibited fundraising activity is any practice that involves compulsion, coercion, or other action that is 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.
 - (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 the 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, that are inducements to contribute.

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(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, that 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 a monetary goal.

(h) Soliciting government contractors or other prohibited sources.

8. Point of contact is the Director, DFMWR at 753-6095.

Encl
Sample Fund Raising Request Form



SCOTT W. MUELLER
COL, AR
Commanding

DISTRIBUTION:
USAG Humphreys Website

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 Humphreys, Financial Management Branch, Family and Morale, Welfare, and Recreation, APO AP 96271-5228

SUBJECT: Request to Unit/FRG 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 and who 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, as the request might need to be returned 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. Verification of their food service training is necessary and must be provided with each formal fundraising request. Information on training and certification requirements can be obtained from the 5th Medical Detachment, Operations NCO at 725-4919. Coordination for training must be scheduled at least 30 days in advance.
10. Any liability issues will be resolved through private settlement.
11. If approved, a copy of this request will be posted at the fundraiser site.
12. POC for this event is _____ at DSN _____ / cell _____ or email at _____.

Signature
Signature Block

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