



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU
UNIT #15746
APO AP 96218-5746

IMDA-MWN

31 October 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison (USAG) Daegu Policy Letter #56, Fund-Raising Policy

1. **REFERENCES:**

- a. AR 600-29, Fund-Raising Within the Department of the Army, 7 June 10.
- b. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 24 Sep 10.
- c. AR 1-100, Gifts and Donations, 15 Nov 83.
- d. DoD 5500.7-R, Joint Ethics Regulation (JER), 17 Nov 11
- e. AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01.
- f. AR 608-1, Army Community Service Center, 19 Sept 07.

2. **PURPOSE:** To prescribe policies governing fund-raising activities on US Army Garrison (USAG) Daegu.

3. **APPLICABILITY:** This policy applies to all individuals, Private Organizations (POs), military units, and agencies (i.e. formal organizations, Family Readiness Groups, Cup and Flower Funds).

4. **AUTHORIZED FUND-RAISING:** IAW AR 600-29, the following five types of fund-raising activities are authorized within the Department of the Army.

- a. Fund-raising for the Combined Federal Campaign (CFC).
- b. Fund-raising in support of the Uniformed Services. The Army Emergency Relief (AER) Campaign is the only such fund-raising that may be conducted by the U.S. Army in accordance with AR 930-4.
- c. Services Relief Funds organized and administered by the Air Force, Navy, and Marine Corps are authorized to raise funds among their personnel IAW their applicable service regulations.

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d. Local fund-raising in support of Installation MWR activities, occasional fund-raising in support of on-post Private Organizations, and other limited fund-raising to assist the unfortunate.

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

5. FUNDRAISING REQUEST PROCEDURES/TIMELINE:

a. POs must have written approval from the Garrison Commander prior to engaging in any fundraising activity.

b. The approval letter must be maintained at the fundraising site at all times. In addition to the above listed regulations, POs must fully comply with the terms of the written approval. Fundraisers will be periodically inspected. Those POs that do not have the approval letter displayed, or that are not in compliance with all directives, will receive a letter of warning. Repeated violations may result in disapproval of future fundraising requests, and ultimately, their loss of status as an approved private organization.

c. It is critical that each organization understands and complies with regulations concerning who may participate in fundraising activities. For example, military members may not participate while in uniform or on duty, and fundraising activities must be limited to individuals with SOFA status.

d. Use of Department of the Army facilities and equipment in support of fundraising activities is strictly controlled. Organizations must ensure that any necessary approval for use of facilities and equipment is obtained prior to proceeding with event planning.

e. Fundraiser Request Timeline:

(1) The requesting official must submit fundraiser request to the local PO coordinator at least 20 days prior to the event. If any pre-event ticket sales or advertising is required, the fundraiser request must be submitted at least 30 days prior to the date that the ticket sales or advertising is scheduled to begin.

(2) The PO Coordinator will submit requests to the legal office for review to ensure compliance with current regulations.

(3) After completion of legal review, the PO Coordinator will forward requests to the Garrison Commander for approval.

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(4) After receiving approval, the PO Coordinator will send approval documentation to the requesting PO official.

6. Point of contact for this policy is Pae, Hui Chong, DSN 768-6360, E-mail: huichong.pae.In@mail.mil, Financial Management Branch, NAF Support Services Division, Directorate of Family and Morale, Welfare, and Recreation, USAG Daegu Garrison.


JIM M. BRADFORD
COL, IN
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