



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON-YONGSAN  
UNIT 15333  
APO AP 96205-5333

IMYN-MWR

19 JUL 2014

**UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 1-14**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison-Yongsan (USAG-Y) Fund-Raising Policy

1. **REFERENCES:**

- a. Change 7, 17 November 2011, DoD 5500.7-R, Joint Ethics Regulation (JER), 1 August 1993.
- b. Army Regulation (AR) 1-100, Gifts and Donations, 15 November 1983.
- c. AR 165-1, Army Chaplain Corps Activities, 3 December 2009.
- d. AR 210-22, Private Organizations on DA Installations, 22 October 2001.
- e. AR 215-1, Military Morale, Welfare, and Recreation (MWR) Programs and Non-appropriated Fund (NAF) Instrumentalities, 24 September 2010.
- f. Rapid Action Revision, 20 September 2012, AR 600-20, Army Command Policy, 18 March 2008.
- g. AR 608-1, Army Community Service (ACS), 13 March 2013.
- h. AR 600-29, Fund-Raising within the Department of the Army (DA), 7 June 2010.
- i. Army Regulation 930-4, Army Emergency Relief (AER), 22 February 2008.

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

IMYN-MWR

SUBJECT: United States Army Garrison-Yongsan (USAG-Y) Fund-Raising Policy

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:** In accordance with (IAW) AR 600-29, the following five (5) 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 approved by United States Office of Personnel Management for an emergency or disaster appeal. Office of Personnel Management (OPM) may authorize special approval for fund-raising efforts.

c. Fund-raising in support of the Army Emergency Relief (AER). Apart from CFC and OPM-approved fund-raising, the AER annual campaign is the only such fund-raising that may be conducted Army wide.

d. Local fund-raising:

(1) Fund-raising by organizations composed of Army personnel or their Family members. Included in this group are installation morale, welfare, and recreation activities IAW AR 215-1, and informal funds (cup and flower funds) IAW AR 600-20.

(2) Occasional fund-raising by Family Readiness Groups (also known as Unit Readiness Groups) IAW AR 608-1.

(3) Occasional fund-raising in support of private organizations authorized to operate on USAG-Y IAW AR 210-22.

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

5. **ORGANIZATIONS AUTHORIZED TO RAISE FUNDS:** The following are examples of organizations that may conduct fund-raising on USAG-Y upon approval:

a. Informal Funds, such as cup and flower funds, picnic funds, and funds maintained by unit readiness groups (also known as Family Readiness Groups (FRGs)), are authorized by AR 600-20, Army Command Policy, paragraph 4-21, to conduct fund-raising within their organization without prior approval from Commander, USAG-Y.

IMYN-MWR

SUBJECT: United States Army Garrison-Yongsan (USAG-Y) Fund-Raising Policy

b. However, if an informal fund intends to fund-raise outside of its own organization, prior approval must be requested from Commander, USAG-Y as set out in paragraph 6 below.

c. Department of Defense Dependent School (DoDDS) Seoul American student activities fund committee is subject to the same fund-raising policy as FRGs.

d. Private organizations may engage in fund-raising activities, in accordance with AR 600-29 and AR 210-22, only after they have applied for and received authorization from the USAG-Y Commander as set out in paragraph 6 below

e. Military units may be granted fund-raising privileges for their informal funds for an intended purpose with a justification from the unit Commander (e.g., funds to supplement a unit Dining-In or Dining-Out).

f. Military units may be granted occasional fund-raising privileges to supplement MWR Unit Activity Funds IAW AR 600-29, paragraph 1-7c(1).

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

a. To host fund-raising activities within USAG-Y, a written request must be submitted to the NAF Support Management Division (IMYN-MWN), USAG-Y, Unit #15333, APO AP 96205-5333. Requests should be submitted at least thirty (30) days in advance of the event in order to allow adequate time for review and approval. The application at Enclosure will be used to request authorization to conduct fund-raisers. Requests will include the following information:

- (1) Name of the organization,
- (2) Proposed date, location, time, and duration of the event,
- (3) Describe the purpose of the fund-raising event,
- (4) Provide a listing of the items to be sold or services (e.g., car wash) to be provided.
- (5) Name a point of contact.

IMYN-MWR

SUBJECT: United States Army Garrison-Yongsan (USAG-Y) Fund-Raising Policy

b. Under most circumstances, no more than one fund-raiser per quarter, per organization, will be approved. The USAG-Y Commander will determine any exceptions to this policy. (Examples of fund-raisers are bake sales, carnivals, dances, seasonal gift wrapping, etc.). Sub-Installation Commander approval is also required when these activities will affect their facilities operation. The Army and Air Force Exchange Service (AAFES) or MWR Activity approval is required when occasional fund-raising activities will affect their facilities operation.

c. Organizations will not advertise (e.g., AFN-K, Morning Calm Newspaper, posters, flyers, etc.) the fund-raiser prior to receiving written approval to conduct the fund-raiser. Coordination is allowed (e.g., permission from facility managers).

d. Service-members in the Air Force, Navy, and Marine Corps are subject to AR 600-29, and other applicable Army Regulations governing fund-raising on Army Installations.

e. Submission of a fund-raising request does not guarantee approval.

f. Fund-raising 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 fund-raisers WILL NOT:

(1) Sell any alcoholic beverages.

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

(3) Conduct raffles of any kind as they are prohibited gambling.

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

(5) Charge fees to enter USAG-Y Installations or use facilities (except for authorized user fee, i.e. charging fees to non-SOFA personnel or Local Nationals).

(6) Conduct fund-raising during normal duty hours except during the annual CFC or AER Campaigns as indicated in paragraphs 4a and b above.

IMYN-MWR

SUBJECT: United States Army Garrison-Yongsan (USAG-Y) Fund-Raising Policy

(7) Conduct fund-raising in an official capacity or in military uniform, except for CFC and AER.

(8) Conduct fund-raisers for personal gain.

(9) Conduct door-to-door activities.

8. Those conducting fund-raising activities within FMWR facilities or outdoor fields are required to utilize FMWR equipment available through the NAF rental program (i.e., tents, chairs, tables, inflatable's, games, IT equipment, sound systems, stages, etc.) and will be required to pay a rental fee for such support. Exceptions to this requirement may be granted on a case by case basis by the Commander, USAG-Y.

a. Specifically, organizations which hold fund-raising activities at FMWR facilities which offer food and beverages, are required to pay for such support at the respective facility.

b. AR 215-1 prohibits bringing food and beverages into the clubs which is not provided by the club system.

c. Other FMWR facilities, (i.e., Community Activity Center, Music Theatre, Marketing and transportation) are also authorized to charge a utilization fee to cover the expense of operation and labor cost.

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

10. This policy supersedes United State Army Garrison-Yongsan Policy Letter 1-17, IMYN-MWN, 25 June 2010, subject: United States Army Garrison-Yongsan Fund-Raising Policy.

2 Encls  
1. Fund-Raising Request Form  
2. Definitions

Distribution:  
A

  
MARIA P. EOFF  
COL, LG  
Commanding

## FUND-RAISING REQUEST FORM

Date

MEMORANDUM FOR Commander, USAG-Y (IMYN-ZA), Unit #15333, APO AP 96205-5333

SUBJECT: Request for Fund-raising Event

1. Request approval to conduct a fund-raising event. The following information is provided in support of this request:

a. Name of Private Organization/Unofficial Activity (e.g., private organization, FRG):

\_\_\_\_\_.

b. Nature of Event (bake sale, car wash, etc.): \_\_\_\_\_.

c. Location of Event (do not forget to coordinate with the location POC for use of the facility): \_\_\_\_\_.

d. Date of Event: \_\_\_\_\_ Time of the Event: \_\_\_\_\_.

e. Fund-raiser project officer: \_\_\_\_\_.

Phone: \_\_\_\_\_.

Email Address: \_\_\_\_\_.

f. Include a short description of how the fund-raiser will be conducted. The following questions must be answered (unless they do not apply): who will participate in the fund-raiser, from whom funds will be requested, what items will be sold, how the funds raised will be used, where any necessary equipment will come from, what will happen to any items that do not get sold, how donations of items to sell will be collected, who will be responsible for set up and clean up, and how safety and traffic issues will be handled.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Point of Contact/Unit Commander

## Definitions

**Army Installations** – A location, facility, or activity assigned to, owned, leased, controlled, or occupied by the Department of the Army.

**DoDDS** – Department of Defense Dependent Schools.

**Family Readiness Group** – An organization of Family members, volunteers, civilians and service members belonging to a unit.

**Fund-raising** – An activity conducted for the purpose of collecting money, goods or other support for the benefit of others.

**Fund-raising for personal gain** – An activity that raises funds for private (personal interest) use.

**Informal Funds** – Private Organization Funds (informal) which are not subject by the requirements of AR 210-22. Examples of such funds are Family Readiness Groups, Cup and Flower, Coffee and Picnic Funds etc., in which funds are raised to purchase items like plaques, flowers, etc.

**Minor fund-raising** – fund-raising conducted within the unit area among its members.

**Major fund-raising** – fund-raising conducted away from the unit area and which is open to the community.

**Occasional fund-raising** – infrequent fund-raisers approved by the Installation Commander (i.e. Bake Sales, Car Washes, Cookie Sales, Dances, etc.)

**Private Organizations** – Self-sustaining and non-federal entities, incorporated or unincorporated, which operate on DoD Installations IAW AR 210-22 Private Organizations on Department of the Army Installations with written consent of the Installation Commander or higher authority.

**Door-To-Door** – Conducting fund-raising activities by going from house-to-house.