



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

IMHM-MWN

13 August 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Humphreys Policy Memorandum #89, Fund-Raising Policy

1. References.

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

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

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) that would like to fund-raise on USAG-H.

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

- a. Fund-raising for the Combined Federal Campaign (CFC).
- b. Fund-raising approved by U.S. Office of Personnel Management (OPM) for an emergency or disaster appeal. 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 fund-raising the Army may conduct 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 no on-the-job fund-raising is involved, the following are examples of organizations that may conduct fund-raising on USAG-H 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 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 fund-raising 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 fund-raising in support of FRGs in accordance with AR 608-1, command authorization of informal funds in accordance with AR 600-20, and other official fund-raising 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 fund-raising 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 fund-raising 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 commander of that area only, unless the fund-raiser 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 fund-raising activities within Family, Morale, Welfare, and Recreation (FMWR) (e.g., Recreation Centers, Fitness Facilities) or outdoor fields may be charged a utilization fee IAW AR 215-1, paragraph 12-8.

d. Exceptions to the following requirements may be granted on a case by case basis by the GC:

(1) Fund-raisers held at FMWR facilities which offer food and beverages are required to pay for such support at the respective facility. AR 215-1 prohibits bringing food and beverages into clubs (e.g. The Flightline Bar & Grill, Alaska Mining Company) which is not provided by the club system.

(2) If equipment needs to be 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 will be required to pay a rental fee for such support.

6. Fund-Raiser Request Procedures.

a. To fund-raise within USAG-H, a written request must be submitted to the 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) Description of the purpose of the fund-raising 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 FMWR activity approval is required when fund-raising activities will affect their facilities' operation (i.e., selling items or services that are provided by AAFES or an FMWR activity).

(6) Proof of location site approval.

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

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

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

d. Submission of a fund-raising request does not guarantee approval. Furthermore, 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. However, PO's and Military Units and Agencies may request FMWR to provide such services at any of their events after seeking a legal review and approval of the Garrison Commander.

(2) Conduct fund-raising 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 fund-raisers without prior, separate, written approval from FMWR 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 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 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.

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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 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.

(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.

8. The proponent for this policy is the USAG-H, FMWR, NAF Support Services Division, DSN: 753-4171.

Encl
Sample Fund-Raising Request Form



JOSEPH C. HOLLAND
COL, AR
Commanding

DISTRIBUTION:
A&B

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 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