



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON STUTTGART  
UNIT 30401  
APO AE 09107-0401

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IMSG-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Stuttgart Command Policy Letter #32, Private Organizations

1. References:

- a. DoD 5500.7-R, Joint Ethics Regulation.
- b. AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.
- c. AR 600-29, Fundraising Within the Department of the Army, 7 June 2010.
- d. AE Reg 210-22, Private Organization and Fundraising Policy, 13 August 2010.
- e. U.S. Army Garrison Stuttgart, Financial Management Division, Private Organizations Policies and Procedural Handbook.

2. APPLICABILITY: The above listed references govern activities and fundraising by Private Organizations (POs). All POs within the USAG Stuttgart area of responsibility must comply fully with these regulations.

3. APPLICATIONS AND RENEWALS: The Garrison Commander, USAG Stuttgart, will sign all initial applications for approval. The approval authority for all PO renewals is delegated to the Director of Family and MWR (D,FMWR).

4. FUNDRAISING:

a. Organizations must have written approval from the Garrison Commander prior to engaging in any fundraising activity. In USAG Stuttgart, this approval authority is also delegated to the D,FMWR.

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.

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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 requests to the local PO Coordinator at least 30 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 D,FMWR for approval.

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

f. An after-action report (AAR) must be submitted to the approval authority within 30 days after completion of the event.

5. Point of contact for this policy is Pat Donerson, DSN 421-2381, Fax Civ. (0711) 729-2738 or E-mail: [patricia.t.donerson.naf@mail.mil](mailto:patricia.t.donerson.naf@mail.mil).

  
JOHN P. STACK  
COL, SF  
Commanding

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