



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON-YONGSAN
UNIT #15333
APO AP 96205-5333

IMKO-MWD-F

13 November 2007

US ARMY GARRISON-YONGSAN POLICY LETTER 1-17

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison-Yongsan Fund-Raising Policy

1. **REFERENCES:**

- a. Army Regulation 600-29, Fund-Raising Within the Department of the Army, 1 June 2001.
- b. Army Regulation 165-1, Chaplain Activities in the United States Army, 25 March 2004.
- c. Army Regulation 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 31 July 2007.
- d. Army Regulation 1-100, Gifts and Donations, 15 November 1983.
- e. DoD 5500.7-R, Joint Ethics Regulation (JER), 30 August 1993.
- f. Army Regulation 600-20, Army Command Policy, 7 June 2006.
- g. Army Regulation 930-4, Army Emergency Relief, 30 August 1994.
- h. Army Regulation 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.
- g. Army Regulation 608-1, Army Community Service Center, 19 September 2007.

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

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).

IMKO-MWD-FM

SUBJECT: US Army Garrison-Yongsan Fund-Raising Policy

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 IAW AR 930-4.

c. Service 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.

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

a. Family Readiness Groups (FRGs) are limited to minor fund-raising for an FRG informal fund to benefit the FRG membership as a whole among their members in the unit area. Unit commanders have the authority to approve minor fund-raising within their unit area for an FRG informal fund to benefit the FRG membership as a whole, after consultation with installation ethics advisors in the Office of the Judge Advocate. Any plans for fund-raisers open to the community or outside the unit area must be requested and approved by the USAG-Y Commander.

b. Other informal funds, such as cup and flower funds, picnic funds, and military ball funds are subject to the same fund-raising policy as FRGs.

c. 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.

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 Military Ball).

f. Military units may be granted occasional fund-raising privileges to supplement MWR Unit Activity Funds IAW AR 600-29, paragraph 1-5c(1).

IMKO-MWD-FM

SUBJECT: US Army Garrison-Yongsan Fund-Raising Policy

6. FUND-RAISER REQUEST PROCEDURES:

a. To host fund-raising activities within USAG-Y, a written request must be submitted to the Commander, USAG-Y, ATTN: IMKO-MWD-FM, Unit #15742, APO AP 96205-5742.

Requests should be submitted at least 30 days in advance to allow adequate time for review and approval. Requests will include the organization, date, place, time, duration, and purpose of the fund-raising event, a listing of the items to be sold or services (e.g., car wash) to be provided.

The application at enclosure 1 will be used to request authorization to conduct fund-raisers.

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, USAG-Yongsan Weekly Bulletin, 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.

7. PROHIBITED ACTIVITIES:

a. Military organizations, offices, and agencies on USAG-Y will not maintain any unofficial accounts or funds except as provided for in applicable regulations. Further, military units and organizations are forbidden from engaging in fund-raising activities, except in the limited circumstances set forth in the JER, AR 600-29, and other applicable authorities. Unit or organizational funds come exclusively from appropriated fund (APF) or nonappropriated fund (NAF) sources, and military units and other APF organizations may not engage in any form of fund-raising or otherwise augment APF operating funds.

b. 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).

IMKO-MWD-FM

SUBJECT: US Army Garrison-Yongsan Fund-Raising Policy

- (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.
- (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. The proponent for this policy is the Directorate of Morale, Welfare, and Recreation, USAG-Yongsan, Financial Management Branch, 738-4046.

9. This policy supersedes Area II Command Policy Memorandum #1-17, IMKO-MWD-FM, 28 February 2006, subject: Area II Fund-Raising Policy.

/s/

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

DAVID W. HALL
COL, FA
Commanding

DISTRIBUTION:

A

FUND-RAISING REQUEST FORM

(Date)

MEMORANDUM FOR Commander, USAG-Y, Unit #15742, ATTN: IMKO-MWD-FM, APO AP 96205-5742

FROM: (Your Organization)

SUBJECT: Request for Fund-raising Event

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: _____
FAX _____.

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

HQ, USAG-Yongsan, Directorate of Morale, Welfare and Recreation, APO AP 96205-5333

FOR (Your Organization)

Approved/Disapproved. (Date: _____)

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 Dependents Schools

Family Readiness Group – A unit commander's program formed in accordance with AR 600-20 including 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.

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

Informal Funds – Funds authorized by AR 600-20. Examples of such funds are Family Support 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 or which is open to the community.

Occasional fund-raising – infrequent fund-raisers approved by the Garrison Commander (e.g., Bake Sales, Car Washes, Cookie Sales, Dances).

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

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