



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

REPLY TO
ATTENTION OF:

IMME-MWN

17 OCT 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #81, Directorate of Family and Morale, Welfare and Recreation, Car Wash Fundraisers

1. The purpose of this memorandum is to establish guidelines for car wash fundraisers on Fort George G. Meade by registered private organizations and military units.
2. References:
 - a. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, 24 September 2010.
 - b. AR 600-29, Fundraising Within the Department of Army, 7 June 2010.
 - c. AR 210-22, Private Organization on Army Installations, 22 October 2001
3. The following guidelines have been established for car wash fundraisers:
 - a. Approval for registered private organizations and military units to conduct car wash fundraisers on Fort Meade will be requested through the Directorate of Family and Morale, Welfare and Recreation (DFMWR).
 - b. DFMWR will begin accepting requests 1 April for car wash fundraisers from 1 May to 30 September.
 - c. Requests for approval to conduct a car wash fundraiser will be forwarded to DFMWR, Attn: Car Wash Fundraiser Coordinator, 2nd Floor, Bldg. 4216 Roberts Avenue, Fort Meade, MD 20755-5070 or faxed to 301-677-6628.
 - d. Only two days per month may be requested.
 - e. All requests must have a point of contact phone number and fax number. Units and Private Organizations will receive written notification of approval.
 - f. Approval will be maintained at the site for the duration of the event. In case of conflict the earliest dated approval will be honored.

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g. The only site available for car washes is off Dutt Road. A pre-inspection at least a week prior to the event shall be conducted by the fundraiser POC to ensure the drain cover to the oil water separator is free and clear of debris to allow water to freely enter the below ground structure. Report a clogged drain to the DPW work order desk at (301) 677-1661/62. The attached Maryland Department of the Environment Facts About Car Washing Fundraisers shall be read and initialed by all car wash participants and kept at the site during the event to ensure environmental awareness of the activity.

4. There is no preparing or selling of food or beverages at the car wash site and failure to clean the location after use could result in future car wash privileges being suspended.

5. Units and Private Organizations shall not use on site trash containers but must bag and separate trash from recyclables. Trash can be placed in the nearest dumpster but recyclables shall be taken to the outside recycling kiosk at the Recycling Center at 2250 Rock Avenue.

6. As Garrison Commander, I may suspend, terminate, or deny patronage privileges if it is in the best interest of the activity, the program, the installation, or the Army.

7. Questions should be addressed to the Directorate of Family and Morale, Welfare and Recreation, car wash fundraiser coordinator at (301) 677-3772.



EDWARD C. ROTHSTEIN
Colonel, Military Intelligence
Commanding

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