

## FRG Funding Matrix

This information may be used as a guide for making purchases and creating FRG budgets. All budgets and APF/NAF fund purchases must be approved by the Commander. Be sure to follow your organization's policy and contact your legal or ethics advisor before making purchases.

Category / Expense	Funding Source			Notes / Policy Source AR 600-20 APF Commander's Program, para 5-10 AR 608-1, Appendix J AE 608-2 Chapter 13
	Appropriated Funds (APF)	Non-Appropriated Funds (NAF)*	Informal Funds (Funds raised by FRG members)	
	<b>FRG MEETINGS AND OFFICIAL BUSINESS</b>			
Office supplies	X			
Scanner, other computer supplies	X			
Art supplies (markers, pens, glue, etc. for kids projects, welcome home banners, bulletin boards, etc.)	X			
Copies	X		X	APF for official copies; unofficial docs. i.e. flyers for fundraisers – informal funds
Mailing costs	X			
Digital camera	X			
Easel board and paper, markers for taking notes or brainstorming at FRG meetings	X			
Basic meeting supplies such as name tags, pens, clipboards for sign-in sheets, etc.	X			
White board or bulletin board for the unit's FRG news	X			
Cards for writing thank you notes, paper stock for certificates, other official correspondence	X			
FRG office set up: phone, computer, printer etc	X			
Photo finishing costs (for pictures taken at offic events)	^			
Use of government non-tactical vehicles by statutory volunteers on official FRG business	X			Subject to approval of commander and to local command policy and SOPs governing the use, see AR 608-1, AE 608-2 (Ch. 13) and DoDI 4525.8M: Use of Official Mail
Costs of binders, page protectors, dividers, etc. to prepare information books or reference guides for FRG members containing official information or welcome packet	X			
Thank you gift/ memento for guest speakers			X	Only if the membership agrees and is consistent with the fund SOP
Unit pins to be worn by FRG members			X	

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<b>SUPPORT TO VOLUNTEERS, VOLUNTEER EXPENSES</b>				
Training and travel costs for statutory volunteers	X			<b>Must</b> be registered with ACS and in VMIS per AR
Telephone costs (reimbursement or purchase of phone card) for FRG leader, Key Callers, etc. for costs incurred while conducting official FRG business	X			Must be approved by the unit commander; See AR 608-1 and AE 608-2; use form SF 1164 to submit a claim for the costs
Childcare costs incurred by statutory volunteers conducting official FRG business	X			Must be approved by the unit commander; See AR 608-1 and AE 608-2; use form SF 1164 to submit a claim for the costs
Mileage costs incurred by statutory volunteers conducting official FRG business	X			Must be approved by the unit commander; See AR 608-1 and AE 608-2; use form SF 1164 to submit a claim for the costs
<b>SUPPORT TO VOLUNTEERS, VOLUNTEER RECOGNITION</b>				
Official awards for volunteers (certificates, medal) presented by Commander	X			
Non-official Awards for FRG volunteers (gifts, mementos)			X	Only if the membership agrees and is consistent with the fund SOP
Farewell plaque or other gift / memento for a volunteer or member			X	
<b>MORALE, TEAM-BUILDING, ESPRIT DE CORPS, SOCIAL ACTIVITIES AND EVENTS, OR SOCIAL COMPONENTS TO OFFICIAL MEETINGS</b>				
Transportation costs for "Offsite" team-building event	X			Must be approved by commander, related to FRG mission
Transportation costs for a social activity of the FRG (such as shopping trips, tourist outings, etc.)			X	
Welcome home banners for homecoming events	X			
Gifts such as cards and flowers for new parents, death in the family, get well, etc			X	
Thank you gifts for FRG volunteers			X	
Prizes (i.e., first one to RSVP for the meeting wins a prize, prizes for activities at meetings, etc.)			X	
Welcome or housewarming gifts for new Families and Soldiers to the unit			X	

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<b>MORALE, TEAM-BUILDING, ESPRIT DE CORPS, SOCIAL ACTIVITIES AND EVENTS, OR SOCIAL COMPONENTS TO OFFICIAL MEETINGS (Cont.)</b>				
Food for FRG meetings			X	As an alternative to using informal funds, attendees may bring food (potluck style) or chip in to pay costs
Food Costs for "Offsite" team building event			X	Food costs are almost always informal funds only, never APF
Rental of canopy or pavilion, for outdoor events			X	
Rental of Picnic Tables, BBQ Grill, etc. for summer picnic or outdoor activities			X	
Trip, care package, or other activity for Soldiers in the unit			X	If the FRG chooses to use their money to show support for the Soldiers in the unit, they must use their informal funds and include everyone (for example, not just Single Soldiers); units typically have NAF funds that may also support this type of function
Entertainment at events		X*	X	
Food, Beverages		X*	X	
Party Supplies and Decorations		X*	X	
Bands or other Entertainment, Clowns, etc.		X*	X	
<b>SUPPORT RELATED TO UNIT DEPLOYMENT</b>				
Video Camera for making videos (to send downrange)	X			
Rental Hall for official welcome and reunion activities	X			
TV and DVD player for Yellow Ribbon Room	X			
Webcams and Commercial Internet Access for Yellow Ribbon Rooms	X			
Supplies for welcome home events				<b>N/A:</b> Welcome home events are covered by unit funds or garrison monies, they are not FRG functions but unit functions
Childcare costs (during FRG meetings) during deployment	X			Funds may also be available through Army/ACS programs, always check!

\*NAF funds are subject to availability

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