

FRG FUND-RAISER REQUEST

This form must be completed and submitted to the Family Readiness Group Coordinator located in ACS at least 30 days prior to the date of the event for fundraisers which are outside the unit area or target individuals who are not part of the unit. Requests for fundraisers that are in the unit area, do not target personnel outside the unit, and do not compete with AAFES or MWR should be completed and submitted to the Brigade Commander or equivalent at least 15 days prior to the event. If an FRG is having a tournament activity in an MWR facility (bowling tournament, golf tournament, etc) and is paying for the use of the MWR facility, approval is not required; however, the FRG must still comply with the restrictions in this regulation (no advertising outside the Army family, no solicitation of civilian businesses, etc.). The FRG must coordinate at least one month in advance with Preventive Medicine to provide adequate time to train food handlers if the event will involve serving hot food.

The following information must be completed PRIOR to submission to the Family Readiness Group Coordinator:

- Signature of requester.
- Battallion Commander Concurrence
- Brigade Commander Concurrence.
- Family Readiness Support Assistant (FRSA) Coordination

Name of Organization: _____

Type of Event, (i.e. car wash, bake sale, etc): _____

Desired Date/Time: _____

Location (where/building number and street): _____

OFF POST FUNDRAISING IS PROHIBITED. THIS INCLUDES ADVERTISING IN CIVILIAN MEDIA THAT TARGETS NON-DOD AFFILIATED INDIVIDUALS.

Items, Services, Activities or Food to be Offered: _____

I certify that all sales taxes will be collected and submitted in a timely manner to the state of Oklahoma.

Requester's Signature: _____ Telephone # _____

Proposed Use of Funds Raised: _____

Current FRG Fund Balance \$ _____ as of _____, 200 ____.

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BN CDR Signature: _____ APPROVE / DISAPPROVE

Brigade Commander is the Approval Authority for internal fundraisers - fundraisers in unit area which do not compete with AAFES or MWR and do not target individuals outside the unit). Ethics Counselor coordination is required for any fundraiser, internal or external, that receives official support. Brigade Commander should forward a copy of approved fundraisers to FRG Coordinator for info purposes. For fundraisers that are external - outside unit area or compete with AAFES or MWR, Brigade Commander should forward concurrences to FRG Coordinator for further staffing and final approval. If Brigade Commander nonconcur, he may disapprove action and return to requestor.

FRSA Signature: _____ REVIEWED

_____ APPROVE / DISAPPROVE
FRG Coordinator, MWR

_____ APPROVE / DISAPPROVE
Preventive Medicine (*if involves sales of hot food*)

_____ APPROVE / DISAPPROVE
AAFES Manager (*if located at AAFES or competes with AAFES*)

_____ APPROVE / DISAPPROVE
Commissary Manager (*if at Commissary*)

_____ APPROVE / DISAPPROVE
Facility Manager (*e.g., if at MWR Activity*)

_____ APPROVE / DISAPPROVE
DMWR (*if competes with MWR*)

_____ APPROVE / DISAPPROVE
Ethics Counselor (*will submit to Garrison Commander if required*)

_____ APPROVE / DISAPPROVE
For the Garrison Commander

_____ APPROVE / DISAPPROVE
BDE CDR Signature (final approval / disapproval)