

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503-5000

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Personal Affairs  
**FUNDRAISING**

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\*This regulation supersedes USAFACFS Regulation 210-11, 24 August 2000.

## **Chapter 1 GENERAL**

**1-1. PURPOSE.** This regulation controls all fundraising on Fort Sill or done by groups participating in fundraising activities associated with Fort Sill or Fort Sill units. The masculine pronouns used in this regulation refer to both genders.

### **1-2. APPLICABILITY.**

a. This regulation applies to—

(1) Commanders, supervisors, soldiers, civilian employees, contractors, family members, retirees, tenants, and any other individuals who seek to have events or raise money on Fort Sill or seek to raise funds off Fort Sill for a group or event associated with Fort Sill.

(2) All members of FRGs, informal funds, private organizations, unit activity funds, office coffee funds, cup and flower funds, hail and farewell funds, holiday party funds, Army community service (ACS) volunteer activities, unit activity funds, annual picnic funds and any other similar funds.

b. This regulation does not apply to fundraising in buildings on the installation that are not owned by the federal government, such as banks, credit unions, and schools; nonappropriated fund operations at MWR events; Red Cross operations in the Red Cross building; the sale of goods to organizations on the installation that are authorized to resale, such as sales to the Post Trader's Store; or fundraising by lessees in buildings leased from the Army. Fundraising that does not violate other rules (gambling restrictions, etc.) is also permissible in government quarters. Rules on fundraising in the federal workplace are applicable to contractors operating in the federal workplace.

c. Fundraising in support of Army Emergency Relief and the Combined Federal Campaign must comply with the respective regulations and is not covered in this regulation.

d. Even though local fundraising rules may not apply to a particular fundraiser, federal and state tax laws may still apply. Entities engaging in fundraising are encouraged to consult an attorney in the Administrative Law Division if they have questions regarding the applicability of taxes to their particular fundraising activities. If the fundraising activities appear to be taxable, Army attorneys cannot provide advice but will refer the entity to an accountant or attorney who can assist them.

### **1-3. REQUIRED LAWS AND REGULATIONS.**

a. DoDD 5500.7-R (Joint Ethics Regulation).

b. DODI 1000.15, 23 Oct 97, (Private Organizations on DOD Installations).

- c. AR 600-20 (Army Command Policy).

**1-4. RELATED LAWS AND REGULATIONS.**

- a. §501, Internal Revenue Code.
- b. AR 40-5, Preventive Medicine.
- c. AR 60-10, Army and Air Force Exchange Service General Policies.
- d. AR 165-1, Chaplain Activities in the United States Army.
- e. AR 210-22, Private Organizations on Department of the Army Installations
- f. AR 215-1 Nonappropriated Fund Instrumentalities and Morale, Welfare, and Recreation Activities.
- g. AR 600-29, Fundraising within Department of the Army.
- h. TRADOC REG 350-6, Enlisted Initial Entry Training Policies and Administration.
- i. TB MED 530, Occupational and Environmental Food Service Sanitation.
- j. ACO 252:605-1, Oklahoma State Regulation on Discharge of Wastewater.

**1-5. EXPLANATION OF TERMS.**

a. Family Readiness Group. A command sponsored organization of family members, volunteers, and Soldiers belonging to a unit that together provide an avenue of mutual support and assistance and a network of communications among the family members, the chain of command, and community resources.

b. Fundraising. For purposes of this regulation, fundraising is considered to be any act of raising money by a group that is receiving some level of official support in its effort. Official support could include being allowed access to the installation for the fundraiser, as well as the use of official resources at no cost. Groups which are renting an MWR facility for fair market value for their event are not considered to be fundraising for the purposes of this regulation; however, other installation policies, such as the requirement for inspection of hot food items and the prohibition on political activities, may still apply. Groups which are merely pooling money among the group members, such as collections of dues for a Hail & Farewell fund, are also not considered to be fundraising for the purposes of this regulation

c. Informal Fund. An unofficial fund authorized by the unit commander that need not be formally authorized by the Commanding General because of the limited scope of its activities, membership, or funds.

d. Nonappropriated Funds. Cash and other assets received from sources other than Congressional appropriations. Nonappropriated funds are government funds used for the collective benefit of those who generate them. These funds are separate and apart from funds that are recorded in the books of the Treasurer of the United States.

e. Private Organization. A self-sustaining non-Federal entity, incorporated or unincorporated, which is operated on DoD installations with the written consent of the installation commander or higher authority, by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the federal government.

f. Unit Activity Fund. Monetary nonappropriated fund support received through the IMWRF. Installation commanders make the determination on NAF support. Such support will be applied equitably to all units or personnel within the installation. Installation units receiving NAF support are referred to as "unit activities" and are accounted for within the IMWRF.

**1-6. PROVISIONS APPLICABLE TO ALL FUNDRAISING.** Other than fundraising for which official support is authorized, all fundraising must be totally voluntary. No Soldier may be required to participate in other fundraising activities. Doing so violates the punitive provisions of the Joint Ethics Regulation.

a. Political Fundraisers. Political fundraisers are prohibited in all areas of the installation, including MWR facilities. Additionally, official endorsement or support of political fundraising is prohibited.

b. Commercial Fundraisers. Commercial organizations are not authorized to solicit or sell their goods on Fort Sill except in response to specific invitations from individuals located on the installation or as MWR or AAFES concessionaires, unless they have previously received a solicitation permit from the installation. Any commercial sales agent found on the installation without a valid solicitation permit is subject to removal and possible prosecution for trespass. This restriction is not meant to prohibit sales in personal quarters of Longaberger Baskets, Tupperware, Mary Kay, and similar home-based business products when the salesperson has been invited to do so by the quarter's resident.

c. Door-to-Door Sales. Commercial door-to-door sales to individuals in quarters, as well as sales to individuals in their work areas, are generally prohibited. However, supervised minor children who reside on the installation and are fundraising for charitable organizations such as Boy Scouts, Girl Scouts, band, or other school-related activities or similar charities, may sell door to door in government quarters areas

between the hours of 10 a.m. and 6 p.m. except for Sunday, with prior parental permission.

(1) Children who reside off the installation will not solicit door to door on the installation.

(2) No door-to-door fundraising will be conducted during the Combined Federal Campaign or the Army Emergency Relief Campaign.

(3) Any door-to-door solicitations other than those authorized above are specifically prohibited. Residents are encouraged to report unauthorized solicitors immediately to the MP Desk. Violators can be prosecuted in federal court for trespass.

d. National and Local Charities. Charitable organizations are entitled to apply to receive financial support from installation activities thru the Combined Federal Campaign. National and local charities are generally not authorized to have other fundraisers on the installation. Additionally, groups which are authorized to fundraise on the installation will not fundraise on the installation for funds to contribute to off-post organizations. There are two authorized exceptions:

(1) The sale of poppies and similar tokens in approved fundraising areas by veterans' organizations.

(2) The fundraising group is a local unit of a national nonprofit and the group is composed primarily of soldiers, civilian employees and their family members fundraising for their morale purposes on the installation, during non-CFC and non-AER periods. For example, a troop of Boy Scouts that is composed primarily of Soldiers' and civilian employees' sons may seek approval to sell popcorn in an approved fundraising area when there is no conflict with CFC or AER. A troop that is not composed primarily of family members would not be authorized to do so. The Installation Commander may consider exceptions to policy in specific cases of merit.

e. Nonmonetary Collection Efforts. Commanders and supervisors may authorize the collection of goods, other than money, to assist the unfortunate. If an organization wants to have a canned food drive, an angel tree, or similar collection, the commander may authorize it. No government resources may be authorized to support the effort, and all contributions must be truly voluntary. Consultation with an ethics counselor is encouraged.

f. Produce. Frequently government employees with gardens/poultry will have an overabundant supply of squash, tomatoes, eggs, etc., and bring them into the office to give away. This will occasionally raise gift issues when a superior takes some of the free food. So long as an employee is not in the business of selling produce, there is no prohibition against giving the produce away in the office (or accepting donations from a superior who wants to partake but does not want to create the appearance of a gift issue). The rules on commercial solicitation and the JER exempt occasional sales of

personal property when one is not in the business of selling that property. Supervisor permission is required.

g. Religious Fund-Raising. Fundraising by religious organizations or their affiliates is authorized only in connection with religious services and must be conducted per AR 165-1.

h. Taxes. All the organizations discussed herein are responsible for ensuring compliance with federal and state laws on sales taxes, income taxes, and any other taxes. Fort Sill and Department of the Army accept no responsibility for an organization's noncompliance with any tax laws.

i. Paid Use of MWR Facilities. When an organization is having a function in or at an MWR facility, such as the Officers' Club, bowling alley, golf course, LETRA, etc., and the organization is paying the fair market value rate for the use of the facility or contributing services in kind to fully offset facility costs, the use of the facility is not considered to be official support of the event in the facility. Additionally, mere incidental support to an event that is paying to use an installation MWR facility, such as use of a road or real estate for a run, does not rise to the level of official support. This rule applies even when the organization holding the event is charging more for participation than the event actually costs. EXAMPLE: An authorized patron rents the Officers Club for the Lawton High Prom. The Officers Club charges \$10 per person, but the Senior Class sells tickets for \$15 to cover other costs and raise money for a senior trip. Since they are paying for the use of an MWR facility, the Lawton Senior Class is not required to comply with this regulation. However, rules on catering, signage, and commercial solicitation may be applicable to some events. Prior to approving such events, facility managers should coordinate with an Ethics Counselor in the Office of the Staff Judge Advocate to insure the event will not violate the law, including restrictions on political fundraising or advertising restrictions on military property. Facility managers will coordinate with PAO all requests to hold events of a political nature, including appearances by political candidates or elected incumbents.

j. Approved Fundraising Locations. Organizations may fundraise in the following locations after receipt of any required approval. The listed individuals approve the location only; other approval may be required depending on the type of fundraiser:

(1) Personal Quarters.

(2) Entrances to retail buildings and areas when approved by the building manager, including, but not limited to, the PX, Commissary, Shoppettes, and snack bars.

(3) Clubs, eating establishments, golf courses, bowling center, theatre, Community Activity Center, RECPLEX, and LETRA when approved by the Director, MWR.

(4) Fort Sill Museum, when approved by the Chief, Museum Division.

(5) Old Post Quadrangle, when approved by the Garrison Commander.

(6) Fort Sill Polo Club and Polo Field, when approved by the Garrison Commander.

#### **1-7. RESTRICTIONS APPLICABLE TO ALL FUNDRAISING GROUPS.**

a. Continuing Resale Operations are defined as regularly occurring sales of good or services on post not affiliated with AAFES, the commissary, or nonappropriated fund activities. Authorized solicitations by individuals holding a post solicitation permit are allowed. Unless granted a specific exception, continuing resale operations are prohibited. Specific exceptions have previously been granted. The current list of organizations authorized continuing resale is on file with the Private Organizations Liaison in DMWR. These organizations may not contribute any portion of their on-post sales proceeds to organizations that are not primarily composed of Department of the Army soldiers, civilian employees, or their family members. Contributions to off-post charitable organizations, community organizations, and nonprofits are prohibited because those organizations are not authorized to fundraise on Fort Sill (other than thru CFC) and therefore fundraising on their behalf by an approved organization is not allowed.

b. Groups affiliated with the installation, and individuals acting on behalf of such groups, will not fundraise off the installation in any capacity that associates them with the installation or Department of the Army. Solicitation for funds or donations in an official capacity is a punitive offense under the Joint Ethics Regulation.

c. Groups will not seek donations from businesses but may accept unsolicited donations. **This restriction also applies to seeking donations from Co-Op partner businesses.** Only the Installation Morale, Welfare and Recreation Fund is authorized to solicit business for commercial sponsorship of MWR activities. Solicitation by other groups on the installation inhibits the effectiveness of the MWR Commercial Sponsorship Program and violates the restriction on competition found in DODI 1000.15.

d. Groups will not knowingly solicit any enlisted Soldier in an initial entry training status or solicit in any training areas during training. TRADOC Regulation 350-6 further provides:

(1) No cadre member sells any product, service, or opportunity (e.g., anything) to IET soldiers or their families (selling to parents is authorized at graduation as long as IET units do not compete with Army and Air Force Exchange Service, i.e., selling t shirts).

(2) No IET soldiers participate in, or make purchases at, fund-raising activities conducted in the brigade, battalion, or company area, or in any training area.

(3) No fundraising activities that directly involve IET soldiers, as primary or sole customers, are conducted during the training cycle by IET units, informal funds, or family support groups/private organizations associated with IET units. Family support group activities, such as bake sales at the commissary, Post Exchange Mall, or other public locations, would not violate this provision, because the activities are aimed at a wide range of patrons, not solely IET soldiers.

(4) Initial Entry Training soldiers cannot be the sole or primary customers of special morale, welfare, and recreation events (for example, summer concert series). This does not prohibit the patronage of traditional installation recreation services such as the bowling alley, outdoor recreation, and the movie theater.

(5) On a voluntary basis, IET soldiers may contribute to officially authorized campaigns, such as the Combined Federal Campaign, Army Emergency Relief Fund, and chapel offerings.

e. DODI 1000.15 prohibits competition with AAFES or the Installation Morale, Welfare, and Recreation Fund. Therefore, permission from DMWR and AAFES is required for fundraisers that may compete with their businesses, including concessionaire businesses.

f. Groups will not engage in the sale or resale of alcoholic beverages.

g. Groups will not conduct raffles, lotteries, or any form of gambling prohibited by Oklahoma or federal law. Auctions and door prizes are permissible.

h. AR 600-29 prohibits all other charitable fundraising in the federal workplace during the CFC Campaign or the AER Campaign. Groups composed primarily of soldiers, DA civilians, and their family members fundraising on the installation for their own morale purposes may continue to have fundraisers during CFC and AER, but not in the federal workplace.

i. Leaves and passes or other official benefits will not be auctioned off, raffled off, etc. Groups are strictly prohibited from offering military benefits to individuals involved in fund raising, such as passes, training holidays, or authorized wear of civilian clothes during the duty day as an incentive or reward for their donation or participation in fund raising. Government property will not be sold or rented to raise money for any group; however, the IMWRF may rent spaces for events such as the post-wide garage sale. Official positions will not be offered for a price, i.e., "Commander for a Day."

j. Groups are prohibited from fundraising on behalf of a group that is not eligible to fundraise on Fort Sill. Money from approved fundraising activities will not be donated to organizations that are not primarily composed of Soldiers, DA civilians, and their family



members. This includes requests from off-post civilian organizations such as youth groups, schools, churches, civic clubs, and charitable organizations.

k. Groups will not sell, or offer on a donation-only basis, prepackaged snacks, sodas, or meals on a continuing basis. Such sales infringe on the regulatory rights of AAFES and the MWR Fund. The Garrison Commander may grant an exception to this prohibition only with AAFES and Director, MWR concurrence.

l. Groups will not serve (whether the items are for sale or given in exchange for a donation) any hot food items prior to receiving written approval from Preventive Medicine Service, MEDDAC. Their approval is required for the sale of food such as hot dogs, hamburgers, chili, egg rolls, etc. This approval is not required for baked goods or single-serving commercially packaged foods. Groups that contemplate serving food of this nature for fundraising purposes should coordinate with the Environmental Health Officer, Preventive Medicine Department, MEDDAC, 442-0160, at least 1 month prior to the event in order to allow time for training of food handlers. Noncompliant organizations should expect their request to serve this type of food will be denied by the command.

m. Fundraising groups will not sponsor or conduct car washes outside of an approved car wash facility on the installation due to federal and Oklahoma environmental constraints.

n. If approval is obtained from the Director, MWR and AAFES, fundraising groups may operate concession sales at MWR special events, such as lawn concerts, Oktoberfest, etc. Application will be made thru use of the appropriate form in the appendices.

o. Fundraising groups may participate in the post wide garage sales, with appropriate approvals.

p. Except for large golf outings, discussed below, only Fort Sill business activities (clubs and snack bars) will conduct food and beverage catering services in Fort Sill MWR facilities. Fundraising groups using MWR facilities for catered events will use MWR business activities for their functions. The introduction of food and beverage products or services into MWR facilities by "outside" agencies is prohibited. This includes donated items from outside vendors to individuals, units, and organizations. This policy does not preclude units, organizations, and authorized patrons from conducting "Pot Luck" events in selected MWR activities such as the Fort Sill RecPlex and those facilities that do not sell food and beverage items.

q. Large golf outings at MWR golf facilities with a full field of 72 golfers or more that have paid the appropriate tournament fees, may accept vendor donations for food and beverages when approved by the Director, MWR. A catering fee will be charged in order to provide MWR servers to serve any alcohol products. Group members will not

be permitted to serve donated alcohol. Conspicuous placement of advertising banners on behalf of the donating vendor is prohibited.

**1-8. POINTS OF CONTACT.** Fundraising POCs are listed in appendix B.

## **Chapter 2 FAMILY READINESS GROUP FUNDRAISING**

### **2-1. CONCEPT AND PURPOSE.**

a. Unit FRGs are a command sponsored vehicle for people within the unit to help each other and to ensure unit cohesion, readiness, and effectiveness. The FRG exists to support the military mission by providing volunteers trained in effective communication, problem solving, conflict resolution, crisis intervention, and community resources. The primary purpose of FRGs is to create strong and ready families with coping mechanisms for deployments.

b. FRGs are not organized for the purpose of raising money. Although an FRG may conduct limited fundraising in support of legitimate family readiness activities, when an FRG meets or exceeds the IRS-established monetary limit on annual unrelated business income (\$1,000) or raises funds for a purpose deemed not required for FRG missions, the FRG can be considered to have exceeded the scope of its tax-exempt purpose and potentially has become a source of taxable income to the members. For example, FRG funds raised outside the FRG membership for a river cruise or a trip to Disneyworld are considered by the IRS to be taxable income to the FRG. This is not required for unit cohesion or effectiveness and thus is unrelated to the purpose of the FRG. FRG funds that use their funds for non-FRG purposes are required to seek a tax status determination from the IRS and provide a copy to the FRG Coordinator. However, members of the FRG may have a fundraiser among themselves to pool money for trips, holiday gifts for their children, parties, etc., with no tax consequences. Those funds are not considered unrelated business income since they are only from the members of the FRG.

### **2-2. RESPONSIBILITIES.**

a. The ACS Family Readiness Group Coordinator. The ACS Volunteer Coordinator also serves at the Family Readiness Group Coordinator (FRGC). The FRGC assists FRGs by aiding in the approval process for FRG fundraisers.

b. Commanders at All Levels. Ensure FRG compliance with this regulation. Brigade Commanders are delegated the authority to approve FRG fundraisers that are located in their unit areas, are internal to unit personnel and their family members, and do not compete with the MWR Fund or AAFES.

c. Unit Commanders will--

(1) Review FRG financial reports and ensure compliance with the income and asset limitations prescribed by this regulation.

(2) Ensure FRG communication with higher headquarters for the purpose of coordinating FRG activities at all levels and addressing FRG concerns.

(3) Ensure FRG complies with tax laws as required.

d. Ethics Counselor. Appointed by the Staff Judge Advocate and required by JER 3-210a(6) to provide legal advice on fundraiser requests.

e. FRG members--

(1) Organize and operate the FRG, with unit support.

(2) Provide the commander with feedback to ensure that the FRG is working efficiently and effectively.

(3) Comply with the provisions of this regulation.

f. Treasurer. Serves as the fund custodian for the Family Readiness Group. The Treasurer's duties may include:

(1) Keeping accurate records of FRG funds.

(2) Arranging for regular and change of custodian audits.

(3) Attending Family Readiness Group meetings.

(4) Providing regular reports to the unit commander.

(5) Providing timely and accurate financial reports to the FRG leader.

(6) Establishing and maintaining an FRG checking account.

(7) As the Fund Custodian, the Treasurer may be personally liable and responsible for losses and any misuse of funds. FRG funds are not Army funds and the Army assumes no responsibility for FRG liabilities.

### **2-3. USES OF FRG FUNDS (TAX-EXEMPT VS. NON TAX-EXEMPT).**

a. In some circumstances, nonappropriated or appropriated support may legally be provided to FRGs for specific activities that are official in nature. In other cases, or when NAF funding and APF funding is unavailable or not authorized, FRG funds may be used. Such funds should equitably benefit all in the FRG, and should not benefit specific ranks or classes of individuals within the FRG. The following uses of FRG

funds are quasi-official in nature and therefore funds raised in support of them would not generally be considered taxable income by the IRS:

- (1) Meeting refreshments.
  - (2) Deployment farewells.
  - (3) Welcome home activities.
  - (4) Child Care fees during the FRG meetings.
  - (5) FRG long distance phone calls.
  - (6) Mileage incurred while on FRG business.
  - (7) Postage and operating supplies in support of unofficial activities of the FRG.
  - (8) Modest activities designed to foster family involvement and prevent isolation.
  - (9) FRG volunteer training.
- b. Uses of FRG funds outside the scope of the official FRG mission.

(1) In recent years, family readiness groups have become involved in extensive fundraising activities that could be interpreted as going beyond or outside the purpose and goals as originally intended. When FRGs start raising funds for activities that are not directly linked to their mission, they are in danger of losing the appropriated fund support authorized to them. For example, an FRG fundraising outside the group for a trip to Disneyworld would not be entitled to official support. The IRS views such events as personal entertainment and it is unlikely that a commander could successfully argue to the IRS that the trip was required as part of his FRG mission.

(2) Additionally, if an FRG is fundraising external to its membership for activities outside the FRG mission, such as a river cruise, and meet or exceed \$1,000 in such income annually, IRS tax determination is required. When an FRG raises money outside its membership to defray costs of events that are outside the FRG's tax-exempt purpose, the funds raised are considered income to the members. In the event that more than 35 per cent of the gross receipts for events which are outside the tax-exempt purpose come from interest income, donations, or other funding outside the membership, the IRS will not grant tax-exempt status. Federal law requires that these groups are taxed at corporate rates. Groups which fundraise outside their membership for nontax-exempt purposes without an IRS tax determination may be subject to criminal and civil IRS penalties. However, Fort Sill imposes no dollar limitations on fundraising by authorized FRGs that do not qualify as tax-exempt, so long as proof is provided annually that they are paying their federal and state income taxes. While a commander may feel that some events like formal balls and parties fall within the FRG

mission because they prevent social isolation, the commander's risk assessment should include the possibility of the IRS disagreeing with his or her interpretation and imposing fines and penalties on the FRG if they determine the events were in the nature of personal entertainment.

(3) Fort Sill does not impose any dollar limit amounts or require proof of any tax reporting requirements on FRG fundraising when the funds are solely provided by the members of the FRG, even when the funds are used for entertainment purposes.

(4) If a command wishes to defray expenses for persons of lesser rank to attend formal balls and minimize the potential for IRS scrutiny, ticket sales for the event should be prorated by rank, with more senior personnel paying a higher price for attendance and thus subsidizing the attendance of junior personnel. This avoids the appearance that members of the command are using the FRG to supplement their personal income. Since all funds raised by ticket sales are from members of the FRG, ticket sales would not be included in the annual calculation needed to determine tax status.

#### **2-4. AUTHORITY FOR FRG FUNDS.**

a. FRG funds are authorized as informal funds controlled by AR 600-20, this regulation, and the FRG's constitution. They are subject to the following guidelines:

(1) Operation of the fund will be consistent with Army values and DoDD 5500-7.R, Joint Ethics Regulation (JER).

(2) Use of funds is limited to expenses consistent with the purpose and function of the fund. FRG funds may be used for all legitimate FRG activities. FRG funds should not be used to duplicate what other agencies provide (i.e., establishing a loan fund or emergency food locker when other agencies such as ACS, AER, already have programs established. FRG funds will benefit all in the FRG equitably and will not inure to the benefit of particular individuals or a particular class of individuals within the FRG.

(3) Only one individual (the fund custodian) is to be responsible for fund custody, accounting, and documentation.

(4) The fund custodian will provide reports to the unit commander semiannually, upon change of command, upon change of custodians, and whenever there is a suspicion of irregularity. FRG books need not be kept in accordance with formal accounting procedures, but may be maintained much like a personal check register. Likewise, reports to the commander are not a formal audit, but should summarize the fund's financial status to include current balance, total amount earned, and how funds were spent.

(5) As long as an FRG is raising money for a tax-exempt purpose, there is no dollar limit on the amount they raise annually. If the FRG is raising money for events that the IRS considers personal entertainment, the FRG may earn \$999 or less from

persons outside their membership in any calendar year without any federal tax filing requirements. FRGs earning \$1,000 or more from outside sources for events that do not have a tax-exempt purpose must provide proof of federal tax-exempt status and/or payment of federal income taxes. This is considered unrelated business income when used to support activities outside the scope of the official FRG mission. Funds raised in support of the purposes listed within para 2-3a are considered to be within the scope of the FRG mission and are not included in this calculation because of their tax-exempt nature. When determining taxability, do not include donations from members of the FRG, even if those donations were used to support activities that were not for tax-exempt purposes.

(6) FRGs that conduct limited fundraising within the parameters established by this regulation are not required to have their operation formally approved by the Installation Commander, although approval is required at various levels for fundraisers. FRGs violating this regulation risk losing their fundraising privileges.

(7) Neither the United States nor its nonappropriated fund instrumentalities will assume any contractual or financial obligation of an FRG's fundraising activities.

b. Approval process and location information. FRG requests to fundraise in areas internal to their brigade will be submitted thru the chain of command to arrive at the appropriate approval authority NLT 10 days prior to the proposed fundraiser. FRG requests to fundraise in areas external to their brigade will be submitted thru the chain of command to arrive at the appropriate approval authority NLT 20 days prior to the proposed fundraiser. If the event involves hot food items, the FRG point of contact is responsible for contacting Preventive Medicine 1 month in advance of the event to ensure time is available for training in food handling techniques. Electronic requests are preferred for ease of coordination. Use the format in the appendix C.

(1) INTERNAL. FRG fundraisers earning money by conducting fundraisers within their brigade area may be approved by the Brigade-level Commander with the concurrence of an Installation Ethics Counselor.

(2) EXTERNAL. The Installation Commander has delegated the authority to approve FRG fundraisers, which earn money by conducting fundraisers outside their brigade area, to the Director, MWR, with the concurrence of an Installation Ethics Counselor.

c. Written or electronic approval from the facility manager is required for the use of an installation facility (e.g., bowling alley, AAFES Mall, etc.).

d. Commanders may permit FRGs to hold fund-raising events in unit areas such as public entrances, community support facilities, and day rooms.

e. Commanders may inform the unit of an FRG fundraiser during a unit formation.

f. Commanders may release Soldiers to support on-post fund raisers, as long as there is no negative impact on the mission.

g. Family readiness groups authorized by the Installation Commander may be supported from CFC funds. Certification and application for support must be made by the appropriate commander to the Local Federal Campaign Coordinator. Early application is highly recommended. Specific criteria for application can be obtained from the Installation Solicitation Officer in the DMWR.

h. As stated previously, the IRS permits tax-exempt organizations to earn up to \$1,000 in unrelated business income (UBI) from persons outside their membership in any calendar year without payment of taxes. Unrelated business income is income produced to support activities outside the scope of the official FRG mission. FRGs that earn income from outside their FRG membership and use those funds only for FRG mission-related activities are fundraising within the limits of their official purpose. These FRGs have some of the characteristics of a NAF Instrumentality and are not required to pay federal income tax or file for tax-exempt status. FRGs that meet or exceed this \$1,000 UBI limitation – for example, an FRG with income of \$1,050 in a calendar year from outside the membership which is used for non-FRG mission purposes, such as holiday gifts, trips, scholarships, dinner cruises, etc. must provide IRS documentation annually to the FRG Coordinator. These FRGs should seek private tax advice regarding their application for tax-exempt status for income tax purposes. FRGs will not “borrow” the tax identification numbers of other organizations. FRGs are not normally exempt from Oklahoma or Comanche county sales taxes and should ensure such taxes are collected and remitted to the state promptly when items are being sold.

### **Chapter 3 INFORMAL FUNDS**

**3-1. UNIT-AFFILIATED INFORMAL FUNDS** . Unit-affiliated informal funds, as defined in para 1-5, may collect fees and membership dues and sell tickets to unit events such as dining-ins and balls in the federal workplace and engage in other fundraising in approved locations.

a. In the federal workplace. Unit-affiliated informal funds which exist solely to provide benefits to the personnel associated with the unit and their family members, such as cup and flower funds, baby gift funds, hail and farewell funds, graduation dinner funds, St. Barbara’s Day Ball Funds, coffee funds, and picnic funds will not engage in any fundraising activity in the federal workplace other than the collection of dues and contributions from members in the unit affiliated with the fund. Such donations must be voluntary. These activities may collect contributions in the federal workplace because this activity is not charitable fundraising and is not prohibited. Such funds may be authorized at the discretion of the commander IAW AR 600-20, para 4-21. Sample documentation is provided at appendix D and a copy must be kept on file with the fund custodian. No further approval for collections is required. An incidental contribution from a nonmember of the unit is not prohibited. For example, a visitor to the office pays

25 cents to the office coffee fund for a cup of coffee. That would be considered an incidental contribution and is allowable.

b. Outside the federal workplace. Unit affiliated informal funds may fundraise in a nonduty status in nonworkplace areas of the installation with appropriate approvals. Request for approval is at appendix E. For example, with appropriate approvals, the Law Day Activity Fund could have a bake sale in a nonwork area (lobby) of the Income Tax Assistance Center to raise funds for Law Day activities. Money raised by fundraising activities in a single year should not exceed \$999 but that amount does not include funds contributed by members, such as payment of membership dues or fees. Brigade commander approves in unit area; Garrison Commander approves outside unit area. Ethics Counselor coordination is required, regardless of approval authority.

**3-2. NONUNIT-AFFILIATED INFORMAL FUNDS.** With appropriate approvals, groups that are not affiliated with a particular unit but are affiliated with USAFACFS may fundraise outside the government workplace for funds which serve morale and welfare purposes for soldiers, civilian employees, and their family members. Example: An informal fund that supports the Exceptional Family Member Program has a chili-cook off to defray costs for EFMP activities that cannot be funded with appropriated funds. The Installation Commander has delegated approval authority to the Garrison Commander. Appendix D is used for registration of the fund and appendix E should be used to request approval for fundraising. Garrison Commander approval and Ethics Counselor concurrence are required.

**3-3. TAXES.** As stated previously, the IRS permits tax-exempt organizations to earn up to \$1,000 in unrelated business income (UBI) from persons outside their membership in any calendar year without payment of taxes. Unrelated business income is income produced to support activities outside the scope of the informal fund's mission. Since informal funds may be organized in support of tax-exempt, charitable, or other missions, any informal fund with yearly income from outside its membership meeting or exceeding \$1,000 is required to provide tax-exempt documentation from the IRS to the Director, MWR unless it is obvious the funds are only being used for quasi-official purposes, such as memorial services for deceased soldiers. Oklahoma and Comanche County sales taxes will generally apply to sales conducted by informal funds and the informal fund must ensure such taxes are collected and remitted to the state promptly.

## **Chapter 4**

### **OFFICIALLY RECOGNIZED PRIVATE ORGANIZATIONS**

#### **4-1. GENERAL.**

a. Private organizations PO may be authorized to exist on the installation with the consent of the installation commander. Fundraisers for private organizations will be approved using the form at appendix F.



b. Each officer in the on-post private organization should read and agree to comply with DOD Instruction 1000.15, Private Organizations on DOD Installations and AR 210-22. Organizations applying for recognition should certify that all officers are familiar and agree to comply with the instruction and regulation, and that all newly elected officers will become familiar with the instruction and regulation.

c. Each PO must have command approval authorizing operation on the installation. Previously required revalidation is no longer necessary. However, update the following annually and submit to the PO coordinator in MWR:

(1) Newly elected board members to include names, addresses, work phone, and work e-mail addresses (if available) immediately upon change.

(2) Documentation indicating DOD membership remains in excess of 50 percent.

d. Submit applications for approval of a private organization to operate on Fort Sill to Directorate of Morale, Welfare, and Recreation. ATTN: Private Organization Coordinator, Post Office Box 33007, Fort Sill, OK 73503. Include the following documents:

(1) A list of current officers names, addresses, work phone. Update and resubmit this information immediately upon reelection of new officers.

(2) A description of membership eligibility.

(3) Designation of management responsibilities, including the accountability for assets, satisfaction of liabilities, disposition of any residual assets on dissolution and other matters that show responsible financial management.

(4) Documentation indicating an understanding by all members as to whether they are personally liable if the assets are insufficient to discharge all liabilities.

(5) Information pertaining to the private organization's tax status. Private organizations whose national organizations have tax exempt status covering the local chapter will provide that information with a signed or notarized statement.

e. Private organizations have no federal immunity and must comply with state laws. Oklahoma laws prohibit gambling; accordingly, private organizations may not conduct gambling events such as 49'er parties, Monte Carlo nights, bingo, or lotteries. Private organizations may not sell chances to win prizes; however, such chances may be given away. When this occurs, donations may be accepted.

f. Private organizations will comply with all Federal, State, and local tax laws and codes. (The PO will contact the proper tax officials to ensure compliance with all tax laws and will obtain private counsel when such assistance is needed.)

(1) Federal Income Tax. Certain types of POs (such as religious, educational, or scientific) may qualify for exemption from Federal income tax under section 501 of the Internal Revenue Code. When a parent organization controls taxes for local chapters, the local PO will furnish a statement to this effect, one that is signed by an official of the parent organization's headquarters. Other POs will obtain a statement of their tax status from their Internal Revenue Service (IRS) district office.

(2) Federal Income Tax Withholding for Employees. For Federal employee taxes and reports on amounts paid, POs will obtain guidance from private counsel or the IRS.

(3) Other Taxes. State and local sales, income, occupation, and employer taxes.

g. Private organizations wishing to incorporate should apply to the Secretary of State for Oklahoma.

**4-2. FUNDRAISERS.** Paragraph 3-211 of the Joint Ethics Regulation generally prohibits official support to non-Federal entity fundraisers, including membership drives. Official support would include the providing of space, facilities, or personnel for a fundraiser at no cost to the private organization. Events which are not raising funds may receive official support when such support would not be authorized were the same event held for fundraising purposes. Groups that are composed primarily of Soldiers, civilian employees, and their family members are encouraged to fundraise as an informal fund when fundraising for their own morale purposes.

a. Private organizations must submit a request to the PO coordinator to conduct fundraising or special events a minimum of 45 days prior to the event. Request must include type of event, date, time, proposed location, and point of contact with address and phone number. Under Army regulations, on-post commercial sponsorship is limited to MWR programs and events only. If the event will involve serving of hot food items, the organization must also contact the Environmental Health Officer at Preventive Medicine, MEDDAC, to set up training for food handlers.

b. Private organizations are not authorized to solicit for commercial sponsorship or to accept unsolicited commercial sponsorship for an on-post fundraiser or special event. Commercial sponsorship is defined as an act of providing assistance, funding goods, equipment, or services to a MWR program(s) or event(s) by an individual, agency, association, company or corporation, or other entity (sponsor) for a specific (limited) period of time in return for public recognition or opportunities for advertising and other promotions. Private organizations may, however, accept donations. Pursuant to the Joint Ethics Regulation, fundraising off the installation for a specific event may reduce the amount of official support that can be provided to the event. If donations to the PO fundraiser or event are anticipated, submit a list of proposed donors to the PO coordinator for approval along with the event request.

c. Private organizations are not allowed to authorize the posting of commercial ads and/or signage at events except when the PO is paying to rent an indoor MWR

facility and the event is not open to the public. Private organizations are not allowed to authorize their approved donors to collect names for any purpose or to conduct or solicit business during the event. Donor presence on the installation is limited to providing thanks to the donor's representative. Logistical support, if requested, is considered on a case-by-case basis. If logistical support is approved on a reimbursable basis, send an approved copy of the fundraising request to Directorate of Public Works, Business Management Division, for billing purposes.

d. Private organizations that are not primarily composed of Soldiers, DA civilians, and their family members are generally prohibited from fundraising on the installation to benefit civilian charities or off-post civilian organizations. Those organizations are eligible to receive funds through the Combined Federal Campaign. For exceptions, see para 1-6d.

**Appendix A  
SAMPLE FRG CONSTITUTION**

CONSTITUTION

for the

\_\_\_\_\_ (Unit or Name) Family Readiness Group

ARTICLE I

ORGANIZATION NAME AND PURPOSE

SECTION A: The name of this organization shall be the “\_\_\_\_\_,” referred to as “the organization.”

SECTION B: The organization’s purpose is to support Soldiers, family members and the unit during periods of normal life, but especially before, during, and after periods of separation, i.e. field problems, deployments, and in times of crises. The organization strives to provide an avenue of mutual support and assistance as well as a network of communication among family members, the chain of command and community resources. The goal is to help families become more knowledgeable and self-sufficient, as well as promote more efficient use of community resources.

ARTICLE II

GENERAL PROVISIONS

SECTION A: The organization operates to provide family support. Any funds held by the organization are authorized as an informal fund pursuant to AR 600-20.

SECTION B: The organization will comply with the requirements and conditions of all applicable Army Regulations.

SECTION C: Any previous organization constitution, or conflicting provision in Bylaws or Standard Operating Procedures is hereby rescinded.

SECTION D: Neither the United States nor its non-appropriated fund instrumentalities will assume any contractual or financial obligation of this organization. All members are personally liable if the assets of the organization are insufficient to discharge all liabilities.

ARTICLE III

POLICY

Organization activities will in no way prejudice or discredit the Army, the Department of Defense, or other agencies of the Federal Government.

ARTICLE IV  
MEMBERSHIP

All Soldiers, family members, and others interested in the welfare of the members (i.e., fiancées, retirees, volunteers, etc.) regardless of gender, age, religion, race, color, national origin, or marital status are eligible for membership in the organization. Membership in the organization will be strictly on a voluntary basis. No adverse action or comment will be made against persons refusing to participate in the organization.

ARTICLE V  
DUTIES OF THE FUND CUSTODIAN

SECTION A: An individual elected according to the provisions in Article VII (unless the organization decides to designate an individual) is the fund custodian and is responsible for fund custody, operation, accounting, documentation, and dissolution. The fund custodian will administer fund business during off-duty time.

SECTION B: The fund custodian will--

1. Establish and maintain an organization bank account, safeguard all moneys of the organization, and keep a record of all receipts, disbursements, and other financial transactions.

2. Execute all expenditures in the organization's name as authorized by this constitution. Moneys will be distributed by check, as much as possible, and should be made payable to the vendor rather than to "cash." When circumstances require, the fund custodian may authorize a member to make a cash expenditure. The member must then provide proof of purchase to be refunded.

3. Make available to members, upon request, financial records reflecting current balance of funds and projected expenditures.

4. Provide a report to the unit commander for review: (1) semiannually, (2) during a change of fund custodians, (3) upon occurrence or suspicion of irregularities associated with the fund, and (4) when directed by the unit commander. The report will detail the fund's financial status to include current balance, all receipts, disbursements, planned expenditures, and other financial matters since the last report. The report will include an accounting of how funds were spent. The making of the report will be recorded by the Fund Custodian.

5. Read and maintain updated copies of USAFACFS Reg \_\_\_\_\_.

ARTICLE VI  
MEETINGS AND QUORUMS

SECTION A: Organizational meetings will be held as necessary when called by the fund custodian or \_\_\_\_\_ [e. g., unit commander].

SECTION B: The organization forms a quorum when \_\_\_\_\_ % of members are present, or \_\_\_\_\_ (number) or more members are present) (select one).

## ARTICLE VII ELECTIONS

Officers, including the fund custodian, will be elected by a majority vote of the membership at a meeting where a quorum of the membership is present. Nominees will be taken from the members present at the meeting.

## ARTICLE VIII FINANCING AND EXPENDITURES

SECTION A: Use of the organization's fund is limited to expenses consistent with unit readiness. Funds will not be expended in a way that is, or appears to be, improper or contrary to Army interests. Funds will not be used for personal purposes which are not related to unit readiness. Prohibited uses would include using the funds to buy presents for holidays, to pay for formal social affairs, birthday cakes, etc. Examples of proper expenditures are listed in USAFACFS Reg \_\_\_\_\_.

SECTION B: The fund custodian is authorized to spend organization funds in accordance with the purpose and mission of the organization and the guidelines of article V above.

SECTION C: The annual income to the fund will never exceed \$2,000.00.

SECTION D: The net worth of the fund will not exceed \$5,000.00, unless approved by the unit commander in support of a specific plan for using the money for which the FRG has made commitments which will require the use of the money.

SECTION E: Fundraising.

1. The organization may engage in occasional on-post fundraising activities (e.g., dances, bake sales, cake auctions, bazaars, or other special events) when properly authorized by the Approval Authority pursuant to USAFACFS Reg \_\_\_\_\_. For internal fundraisers (in the unit area that target only soldiers and family members and DA employees associated with the particular FRG involved and do not compete with AAFES or MWR), the brigade commander is the Approval Authority; for external fundraisers (outside the unit area or that target soldiers, family members or DA civilians from outside the fundraising group or that potentially compete with AAFES or MWR), the Installation Commander has delegated approval to the Director of Morale, Welfare, and Recreation. Requests for approval will be submitted to the brigade commander at least 15 days prior to the event if the event does not take place outside the unit area.

Requests for fundraisers outside the unit area or that target those outside the unit or potentially compete with MWR or AAFES will be submitted to the Family Readiness Group Coordinator (FRGC), Army Community Service, at least 30 days prior to the event.

Upon receipt of the request, the FRGC will review the following information provided by the FRG representative on the Fundraising Request and coordinate any other necessary concurrences:

- Written approval from the Preventive Medicine Service for the sale of hot food, such as for chili cook-offs, concession sales of hot food, at special events, etc.
- Written approval from the facility manager for use of an installation facility (e.g., bowling alley, AAFES mall, golf course) when required.

2. FRGs will not conduct continuing resale operations.

3. The organization will not engage in the resale of alcoholic beverages.

4. FRGs will not engage in any form of gambling that violates federal or state law.

5. Participation in fundraising activities will be strictly voluntary.

6. Incentives for participation in fund-raising activities, such as training holidays, awards, granting of leaves and passes, or authorized wear of civilian clothes during the duty day are prohibited.

## ARTICLE IX ADOPTION AND AMENDMENTS

SECTION A: The constitution will be adopted by a majority vote of the membership at a meeting where a quorum of ( \_\_\_\_\_ % present OR \_\_\_\_\_ (number) persons are present) (select one) at the meeting. The meeting will be announced to the organization at least 10 days prior.

SECTION B: Proposed amendments will be adopted by majority vote of the membership at a meeting where a quorum of ( \_\_\_\_\_ present OR \_\_\_\_\_ (number) persons are present) (select one) at the meeting. The meeting will be announced to the organization at least 10 days prior.

## ARTICLE X DISSOLUTION

SECTION A: The organization will automatically be dissolved when directed by the commander or by a majority vote of the membership.

SECTION B: If the organization is dissolved, the Fund Custodian will continue to perform duties until all of the indebtedness is cleared and the property or residual

assets are disposed of in accordance with the majority vote of the membership. Indebtedness remaining after the complete expenditure of assets will be collected on an equal share basis from members at the time of the decision to dissolve.

APPROVED BY MAJORITY VOTE ON \_\_\_\_\_  
Date

\_\_\_\_\_  
Fund Custodian

\_\_\_\_\_  
Unit Commander



**Appendix B**  
**FUND RAISING POINTS OF CONTACT**

Garrison Commander	580-442-3106
Director of Morale, Welfare, and Recreation	580-442-3001
Ethics Counselor	580-442-1089
Private Organizations Liaison	580-442-3113
Preventive Medicine	580-442-3175
AAFES Manager	580-248-7006
Commissary Manager	580-442-3601, extension #3122
Post Safety	580-442-4466
FRG Coordinator	580-442-3113

**Appendix C  
FRG FUND RAISER REQUEST FORM**

**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 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.

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 to be Offered:

\_\_\_\_\_

Type of Food/Drink 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\_.

CONCUR/NONCONCUR and APPROVAL/DISAPPROVAL

---

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 nonconcurs, he may disapprove action and return to requestor.

---

(CONCUR or Approved/NONCONCUR or Disapproved) Brigade Commander or equivalent approves for internal fundraisers after required coordination below or, for external fundraisers, concurs and ensures required coordination has been made and forwards to FRG Coordinator.

---

Concur/Nonconcur (FRG Coordinator, MWR)

---

(Concur/Nonconcur) Preventive Medicine, IF INVOLVES SALES of HOT FOOD

---

(Concur/Nonconcur) AAFES Manager, IF LOCATED AT AAFES or COMPETES WITH AAFES

---

(Concur/Nonconcur) Commissary Manager (if at Commissary)

---

(Concur/Nonconcur) Facility Manager (e.g., if at MWR Activity)

---

(Concur/Nonconcur) DMWR (if competes with MWR)

---

(Concur/Nonconcur) Ethics Counselor (will submit to Garrison Commander if required)

---

(Approval/Disapproval) FOR THE INSTALLATION COMMANDER  
Director, DMWR

---

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

- Brigade Commander Concurrence.
- Signature of requester.

USAFACFS Reg 608-2, 29 April 2005

- Approval from Preventive Medicine if the fundraiser involves hot food. Indicate type of food/beverages to be sold on the form.
- Approval from the facility manager if the organization seeks to use a facility or commercial establishment as the site of the fundraiser (PX, Commissary, Morale Welfare & Recreation (MWR) facilities, Tax Center, RecPlex, etc.).

**Appendix D  
REGISTRATION OF INFORMAL FUND**

**REGISTRATION OF INFORMAL FUND**

1. This is the Fund Registration of the \_\_\_\_\_  
Fund, Fort Sill, Oklahoma (hereinafter "the fund"). The fund is an informal fund  
authorized under AR 600-20, para. 4-21; it is not an agency or activity of the U.S. Army.
2. The purpose of the fund is to collect and disburse funds to pay for  
\_\_\_\_\_. Funds will come from the following activities:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
3. The fund designates \_\_\_\_\_ as the only  
individual (Name) responsible for fund custody, accounting and documentation  
(hereinafter "fund custodian"). The fund custodian may be contacted at  
\_\_\_\_\_.  
(Phone number)
4. On a semiannual basis, the fund custodian must provide financial status information  
to the unit commander or, if not affiliated with a particular unit, to the Ethics Counselor.

---

Name of Fund Custodian (Print)

\_\_\_\_\_  
Signature of Fund Custodian

\_\_\_\_\_  
Date

REGISTRATION NUMBER ISSUED BY ETHICS COUNSELOR \_\_\_\_\_

COPY RETURNED TO CUSTODIAN \_\_\_\_\_

**Appendix E**  
**INFORMAL FUND FUNDRAISER REQUEST FORM**

Other than immediate commander approval, no outside approval is required for collection of voluntary donations or dues in the federal workplace for coffee funds, hail and farewell funds, cup and flower funds, and similar funds. This form should be submitted for fundraisers by informal funds outside the federal workplace. This form must be completed and submitted thru the chain of command (if informal fund is affiliated with a particular unit) to the Ethics Counselor at least 15 days prior to the date of the event. IF AN INFORMAL FUND IS HAVING AN ACTIVITY IN AN MWR FACILITY (BOWLING TOURNAMENT, GOLF TOURNAMENT, BALL, ETC.) AND IS PAYING FOR THE USE OF THE MWR FACILITY, FUNDRAISING APPROVAL IS NOT REQUIRED; HOWEVER, OTHER RESTRICTIONS IN THIS REGULATION MAY APPLY (No advertising outside the Army family, no solicitation of civilian businesses, etc.).

Name and Registration Number of Informal Fund

\_\_\_\_\_

Type of Event, (i.e., car wash, bake sale) \_\_\_\_\_

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 to be Offered:

\_\_\_\_\_

Type of Food/Drink 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 INFORMAL FUND BALANCE: \$ \_\_\_\_\_ as of \_\_\_\_\_, 200\_.



CONCUR/NONCONCUR and APPROVAL/DISAPPROVAL (Circle appropriate one)

---

CHAIN OF COMMAND RECOMMENDATION, IF AFFILIATED WITH UNIT

---

CHAIN OF COMMAND RECOMMENDATION, IF AFFILIATED WITH UNIT

---

CHAIN OF COMMAND RECOMMENDATION, IF AFFILIATED WITH UNIT (IF IN UNIT AREA, BDE COMMANDER MAY APPROVE, following Ethics Counselor coordination as required by the Joint Ethics Regulation)

---

(Concur/Nonconcur) Preventive Medicine, IF INVOLVES SALES of HOT FOOD

---

(Concur/Nonconcur) AAFES Manager, IF LOCATED AT AAFES or COMPETES WITH AAFES

---

(Concur/Nonconcur) Commissary Manager (if at Commissary)

---

(Concur/Nonconcur) Facility Manager (e.g., if at MWR Activity)

---

(Concur/Nonconcur) DMWR (if competes with MWR)

---

(Concur/Nonconcur) Ethics Counselor (will submit to Garrison Commander if outside unit area)

---

**(Approved/Disapproved) Garrison Commander**

---

**DATE**

**Appendix F  
PRIVATE ORGANIZATION FUNDRAISER REQUEST FORM**

This form should be submitted for all fundraisers by private organizations a minimum of 45 days in advance of the event. Submit to the Private Organizations Coordinator, DMWR. IF A PRIVATE ORGANIZATION IS HAVING AN ACTIVITY IN AN MWR FACILITY (BOWLING TOURNAMENT, GOLF TOURNAMENT, BALL, ETC.) AND IS PAYING FOR THE USE OF THE MWR FACILITY, FUNDRAISING APPROVAL IS NOT REQUIRED; HOWEVER, OTHER RESTRICTIONS IN THIS REGULATION MAY APPLY (No advertising outside the Army family, no solicitation of civilian businesses; no political activities in government-owned buildings, etc.).

Name of Private Organization

---

Type of Event, (i.e., car wash, bake sale) \_\_\_\_\_

Desired Date/Time \_\_\_\_\_

Location \_\_\_\_\_

**OFF POST SOLICITATION IS PROHIBITED IN CONJUNCTION WITH AN ON-POST FUNDRAISER. THIS INCLUDES ADVERTISING IN CIVILIAN MEDIA THAT TARGETS NON-DOD AFFILIATED INDIVIDUALS. UNSOLICITED DONATIONS MAY BE ACCEPTED.**

Items, Services, Activities to be Offered:

If you expect to receive unsolicited donations from off-post businesses, list them here:

_____	_____
_____	_____
_____	_____
_____	_____

Type of Food/Drink to be Offered:

---

FUNDS WILL BE USED FOR:

---



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

Requester's Signature \_\_\_\_\_  
Telephone # \_\_\_\_\_

**CONCUR/NONCONCUR and APPROVAL/DISAPPROVAL**

\_\_\_\_\_  
(Concur/Nonconcur) (Private Organization Coordinator, DMWR)

\_\_\_\_\_  
(Concur/Nonconcur) Preventive Medicine, IF INVOLVES SALES of HOT FOOD

\_\_\_\_\_  
(Concur/Nonconcur) AAFES Manager, IF LOCATED AT AAFES or COMPETES WITH AAFES

\_\_\_\_\_  
(Concur/Nonconcur) Commissary Manager (if at Commissary)

\_\_\_\_\_  
(Concur/Nonconcur) Facility Manager (e.g., if at MWR Activity)

\_\_\_\_\_  
(Concur/Nonconcur) DMWR (if competes with MWR)

\_\_\_\_\_  
(Concur/Nonconcur) Ethics Counselor (will submit to Garrison Commander)

\_\_\_\_\_  
**(Approved/Disapproved) Garrison Commander**

\_\_\_\_\_  
**DATE**

**Appendix G**  
**FRG FUNDRAISING IDEAS**

SILENT AUCTIONS

AUCTION OFF BOXED LUNCHES AT A PICNIC OR SPECIAL DINNERS

CHARGE FOR SERVICES SUCH AS DOG WASHING OR YARD WORK

BAKE SALES

CHILI COOK-OFF

HOLIDAY WRAPPING

TALENT CONTEST

UNIT COOKBOOKS

UNIT FUN COMPETITIONS – Charge admission to games between unit personnel; fun runs, prettiest baby, biggest dog, best putter, best apple pie, watermelon-eating competition; etc.

DUNK TANKS

CAR WASHES IN APPROVED FACILITIES

The Directorate of Morale, Welfare, and Recreation (DMWR) is the proponent of this regulation. Further supplementation by subordinate commanders is prohibited unless specifically approved by Headquarters, USAFACFS.

(IMSW-SIL-MW)

FOR THE COMMANDER:



JAMES M. McDONALD  
COL, FA  
Chief of Staff

KATHY L. BANKS  
Director of Information  
Management

DISTRIBUTION:  
Fort Sill Internet