DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMSE-GOR-ZA

FEB 01 2010

MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Garrison Commander's Policy Memorandum No. 13 - On-Post Fundraising

1. The following policy applies to fundraising by all organizations and activities operating on Fort Gordon, including Eisenhower Army Medical Center, US Army Dental Activity, 35th Signal Brigade, 513th Military Intelligence Brigade, 702nd Military Intelligence Group, 7th Signal Command, 706th Military Intelligence Group, the Navy and Air Force detachments/squadrons, and other tenant activities. This policy provides one source for general guidance on local fundraising. The policies in the References (paragraph 8) are also applicable. Fundraising by off-post organizations and activities is governed by Joint Ethics Regulation 3-211 and other applicable regulations.

2. Definitions.

a. "Fundraising" is any activity conducted for the purpose of collecting money, goods, or other support for the benefit of others.

b. A "private organization" (PO) is a self-sustaining non-Federal entity, which is operated on a DoD installation with the consent of the Garrison Commander by individuals acting exclusively outside the scope of their official duties.

c. "Morale, Welfare, and Recreation (MWR) activities" are official mission activities of the installation's MWR program, under the Directorate of Family and Morale, Welfare and Recreation (DFMWR), such as the Christmas House and the Better Opportunities for Single Service Members program. MWR activities are not private organizations.

3. Informal Funds.

a. Informal funds, such as cup-and-flower funds and funds maintained by unit readiness groups (formerly called family support groups), are not covered by this policy. In accordance with AR 600-20, Army Command Policy, paragraph 4-21, commanders may authorize informal funds. There is no set dollar limit on the assets of these funds, but funds collected in the form of dues or other collections are used for expenses consistent with the purposes and function of the fund. Operation of the funds will be consistent with Army values and the Joint Ethics Regulation. Commanders are responsible for monitoring the activities of any informal funds operating within their organizations.

b. Although informal funds are not covered by this policy, if an informal fund intends to fundraise outside of its own organization, this fundraising policy *will* apply (for example, a special fundraiser for a unit/office Christmas party).

4. Requests to conduct fundraisers.

a. All fundraising activities and events at Fort Gordon must be approved in advance by the DFMWR, except for fundraising for informal funds as discussed in paragraph 3, above.

b. All requests must be submitted in writing at least 10 workdays in advance to the DFMWR, NAF Financial Management and Support Services Division (IMSE-GOR-MWF). No particular form is required, and electronic mail is acceptable (patricia.camacho@us.army.mil). The request must:

(1) Identify the sponsoring organization.

(2) Describe the fundraising activity.

(3) Describe the purpose of the fundraiser.

(4) Give the proposed date(s) and location.

(5) Name a point of contact.

c. If a fundraiser covered by this policy is to be conducted solely within a specific command or activity, the request for the fundraiser must be endorsed by the commander of that activity or by the commander's representative, prior to consideration of the request by the DFMWR.

d. The specific location at which a fundraiser will be conducted must be approved by the senior official in charge of that location, or that official's designee. For example, the space requirements for a fundraiser in Eisenhower Army Medical Center would have to be coordinated with and approved by either the Medical Center's Executive Officer or the Chief of Administrative Services.

5. Fundraising activities during the annual periods of the Combined Federal Campaign (CFC) and the service relief fund campaigns. (The "service relief funds" are the Army Emergency Relief Fund, the Navy-Marine Corps Relief Society, and the Air Force Assistance Fund).

a. During the CFC and the annual campaigns for the service relief funds, those

campaigns and fundraising campaigns for MWR activities are the only authorized on-post fundraising activities. For these campaigns, solicitation of military and civilian personnel in the workplace is authorized, as are approved special events for the benefit of these campaigns, such as bake sales, carnivals, athletic events, car washes, and races.

b. Special events for CFC or the service relief funds will be conducted only during the annual campaign periods of the CFC and the service relief funds. All proceeds are donated to the CFC or the applicable service relief fund.

c. Battalion/Troop Command or higher-level units may each conduct one special event in support of the CFC, the applicable service relief fund campaign, or an MWR activity. Subordinate units below Battalion/Troop Command level may conduct an unlimited number of special events, but their fundraising activities will be coordinated and monitored by the pertinent commanders at the Battalion/Troop Command level. Other organizations may each conduct one special event (for example, MEDCOM SE Contracting Office, Fort Gordon Resident Agency (CID), or Defense Military Pay Office).

d. Organizers will submit a request in accordance with paragraph 4.

e. In all approved special fundraising events for the CFC, the donor must have the option of designating to a specific participating organization or federation or be advised that the donation will be counted as an undesignated contribution and distributed in accordance with CFC policies.

f. Participation is strictly voluntary. No special favors, privileges, or entitlements, such as special passes or leave privileges as inducements to contribute, are authorized.

6. Fund-raising outside of the campaign periods of the CFC and the service relief funds:

a. Private organizations may conduct no more than four fundraisers on the installation during any calendar year. Continuing resale activities are not authorized unless approved by the installation commander or authorized by applicable regulations (e.g., the Thrift Shop). Off-post CFC participating agencies may not conduct on-post fundraisers. Family Readiness Groups Informal Funds have no restriction to the number of fundraising conducted. For guidance on fundraising by Family Readiness Group Informal Funds, see AR 608-1, Army Community Service Center, paragraph J-7d.

b. Fundraising for private organizations in the workplace is not authorized, and such fundraising by personnel while on duty is not authorized. For this purpose, the term "workplace" does not include parking lots or the primary lobbies and corridors of buildings.

c. Fundraising must be for the benefit of private organizations that serve an identified population rather than specific, identifiable individuals. Fundraising for specific individuals is not authorized (for example, fundraising for a co-worker's medical procedure).

d. Use of official mail distribution or electronic mail systems for PO fundraising is not authorized.

e. Any logistical support for PO fundraising events is to be in accordance with the Joint Ethics Regulations 3-211; i.e., (1) Support will not interfere with performance of official duties or detract from readiness; (2) Community relations with the local community are served; (3) It is appropriate to associate Fort Gordon with the event; (4) The fundraiser is of interest and benefit to the local civilian community or Fort Gordon; and (5) Fort Gordon is willing to provide the same support to fundraisers sponsored by other similar PO's.

f. None of the restrictions of this paragraph (i.e., paragraph 6) pertain to MWR fundraising.

7. Chaplain fundraising is governed by AR 165-1, Chaplain Activities in the United States Army, paragraph 14.8, and by AR 600-29, Fund-Raising Within the Department of the Army, paragraph 1.5. Fundraising by religious organizations or their affiliates is authorized only in conjunction with religious services and must be conducted in accordance with AR 165-1, Chaplain Activities in the United States Army.

8. References:

a. DoD 5500.7-R, Joint Ethics Regulation.

b. Joint Ethics Regulation (JER 3-211).

c. DoD Dir. 1000.15, Private Organizations on DoD Installations.

d. DoD Dir., 5035.1, CFC Fund-Raising Within the Department of Defense.

e. Title 5, Code of Federal Regulations, Part 950, Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations.

f. AR 210-22, Private Organizations on DA Installations;

g. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.

h. AR 600-20, Army Command Policy;

i. AR 600-29, Fund-Raising Within the Department of the Army.

j. AR 930-4, Army Emergency Relief.

k. AR 165-1, Chaplain Activities in the United States Army.

l. AR 608-1, Army Community Service Center.

9. This policy is intended to provide consistent and relatively simple guidelines for the approval and conduct of fundraising activity on the Fort Gordon military reservation. It is intended to govern the privilege of fundraising in such a manner that worthy causes can be supported while minimizing disruption of installation operations. Requests for exception to this policy must be submitted in writing to the Garrison Commander.

10. The proponent for this policy letter is NAF Financial Management and Support Services Division, DFMWR, 706-791-2012.

GLENN A. KENNEDY, II
Colonel, SC
Commanding

This memorandum supersedes Garrison Commander's Policy Memorandum No. 13 - On-Post Fundraising, dated 29 March 2007.