



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292

IMWE-LVW-MW

MAR 26 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Fund-Raising Policy

1. REFERENCES.

- a. DoD 5500.7-R, Joint Ethics Regulation, 17 November 2011.
- b. DoDD 5035.1, CFC Fund-Raising Within the DoD, 31 January 2008.
- c. AR 930-4, Army Emergency Relief, 22 February 2008.
- d. AR 600-29, Fund-Raising Within the Department of the Army, 7 June 2010.
- e. AR 600-20, Army Command Policy, 4 August 2011.
- f. TB MED 530, Food Service Sanitation, 30 October 2002.

2. PURPOSE. To provide guidance to all Fort Leavenworth personnel on the Garrison Commander's Installation Fund-Raising Policy. Fund-raising includes any activity conducted for the purpose of collecting money, goods, or other support for the benefit of others.

3. SCOPE. This policy is applicable to all civilian and military personnel assigned and/or under the operational control of Fort Leavenworth.

4. GENERAL. This policy is intended to provide consistent and relatively simple guidelines for the approval and conduct of fund-raising on Fort Leavenworth. It is intended to govern the privilege of fund-raising in such a manner that worthy causes can be supported while minimizing disruption of installation operations.

5. PROCEDURES.

- a. All Fort Leavenworth fund-raising must be approved by the Directorate of Family and Morale, Welfare, and Recreation (FMWR), with the exception of unit FRG and

informal fund-raising conducted within the unit footprint. Commanders are the approval authority for unit FRG and informal fund-raising within their respective unit footprint.

b. All requests must be submitted in writing at least twenty (20) workdays in advance to FMWR. A particular form is required, which may be digitally signed.

c. The request form must:

- (1) Identify the sponsoring organization;
- (2) Describe the fund-raising activity;
- (3) Describe why the funds are being raised (the intended use of the funds);
- (4) Give the proposed date(s) and location(s); and
- (5) Name a point of contact with phone number and address for reply.

d. With the exception of fund-raising for CFC and AER campaigns, solicitation for private organization (PO) or school sponsored fund-raising in the federal workplace is prohibited. On-post door-to-door solicitation is prohibited unless approved by the Garrison Commander.

e. All individuals conducting a fundraiser involving the serving of food must attend a food handlers training course and obtain a food handlers card. Training is conducted at Munson Army Hospital, 913-684-6000.

f. Fund-raising during CFC and AER campaigns.

(1) Participation in the CFC and AER campaigns is strictly voluntary. No special favors, privileges, or entitlements, such as special passes or leave privileges, are authorized as inducements to contribute.

(2) CFC and AER coordinators are authorized to solicit on-the-job for monetary contributions or pledges. All other fund-raising will not be conducted by individuals while on duty.

(3) Special fund-raising events such as marathons, walk-a-thons, car washes, sports events, carnivals, and bake sales, as deemed suitable by the commander concerned, may be used to raise money for the CFC and AER campaigns. Such events should be conducted in good taste and common sense.

(4) Other fund-raising during the CFC and AER campaigns is authorized is such fund-raising does not "substantially interfere" or conflict with the campaigns. Such fund-raising cannot occur during duty-hours (that is, "on-the-job"), in the workplace, or during CFC or AER special events that occur outside of duty-hours.

g. Unit Informal Funds (“cup and flower funds”) are not covered by this policy. In accordance with AR 600-20, Army Command Policy, paragraph 4-21, Commanders may authorize informal funds. Funds collected in the form of dues or other collections are used for expenses consistent with the purposes and functions of the funds. Operation of informal funds will be consistent with Army values and the Joint Ethics Regulation.

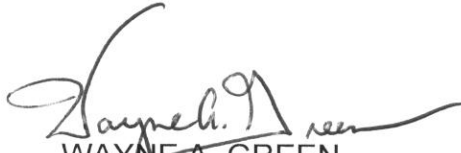
h. Requests for exception to this policy must be submitted in writing to FMWR, 600 Thomas Ave Unit 2, Fort Leavenworth, Kansas 66027-1417.

6. PROPONENT. The proponent for this policy is Family and Morale, Welfare and Recreation, 913-684-1666.

7. EXPIRATION. This policy memorandum supersedes previous policies issued by the Garrison Commander and will remain in effect until superseded or rescinded.

3 Encls

1. Unit Family Readiness Groups
2. Private Organizations
3. School Sponsored Fund-raising



WAYNE A. GREEN
COL, AR
Garrison Commander

DISTRIBUTION:
Electronic