



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
FAMILY AND MORALE, WELFARE AND RECREATION
600 THOMAS AVENUE UNIT 2
FORT LEAVENWORTH, KANSAS 66027-1417

IMLV-MW

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Fund-Raising Policy

1. REFERENCES.

- a. DoD 5500.7-R, Joint Ethics Regulation, 17 November 2011.
- b. DoDI 5035.01, CFC Fund-Raising Within the DoD, 16 February 2018.
- c. DoDD 5410.18, Public Affairs Community Relations Policy, 20 November 2001.
- d. AR 930-4, Army Emergency Relief, 05 May 2019.
- e. AR 600-29, Fund-Raising Within the Department of the Army, 7 June 2010.
- f. AR 600-20, Army Command Policy, 24 July 2020.
- g. AR 608-1, Army Community Service, 19 October 2017.
- h. TB MED 530, Food Service Sanitation, 01 March 2019.

2. PURPOSE. To provide guidance on Fort Leavenworth's fund-raising policy and procedures. 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 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) working days in advance using the official FMWR Fund-raiser Request form.

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 email 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 while on duty is prohibited.

(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. These events should be conducted in good taste.

(4) Other fund-raising during the CFC and AER campaigns is authorized if 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 4-20, Commanders may authorize informal funds. Funds collected in the form of

dues or other collections are used for expenses consistent with 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, 913-684-1669.

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

HARRY D. HUNG
COL, MI
Commanding

ANNEX 1: Unit Family Readiness Group (FRG) Fund-raising

1. REFERENCES.

- a. DoD 5500.7-R, Joint Ethics Regulation, 17 November 2011.
- b. AR 600-29, Fund-Raising Within the Department of the Army, 7 June 2010.
- c. AR 608-1, Appendix J, Army Community Service, 19 October 2017.
- d. AR 600-20, Army Command Policy, 24 July 2020.

2. PROCEDURES.

a. With the unit Commander's approval, FRGs may fund-raise to soldiers, civilian employees, and family members (immediate and extended) within the FRG membership. FRGs are authorized to conduct no more than four fund-raisers outside of its membership on the installation during any calendar year. FRGs may also fund-raise at the two annual Post Activities Information and Registration (PAIR) Days with prior permission from FMWR. FRGs should not be confused with Private Organizations authorized to operate on Fort Leavenworth (see Annex 2).

b. The Commander with authority over location of the FRG fund-raising must approve each fund-raising activity prior to the event. For fund-raising outside of the FRG membership, all requests will be submitted through FMWR in accordance with the Installation Fund-raising Policy. For example, if the Headquarters and Headquarters Battalion's FRG wanted to conduct a fund-raising activity at the PX, a request must be submitted through FMWR for approval by the PX Manager and the Garrison Commander. Prior to approval, the request will be reviewed by the Office of the Staff Judge Advocate for legal sufficiency.

c. If Soldiers participate in FRG fund-raising, they may not do so in uniform and must be off duty. Participation must be strictly voluntary. Additionally, when advertising a fund-raiser, be clear that it is the FRG, not the unit, conducting the fund-raiser.

d. FRG informal funds are not unit informal funds. Examples of authorized FRG informal fund use include social activities, volunteer recognition, and refreshments/meals for FRG meetings. FRG informal funds may not be used for the following purposes: the purchase of traditional military gifts (i.e. – supplementing the unit informal fund), funding or partially funding a unit ball, or for items or services that are authorized to be paid for with appropriated funds. Accountability of funds should be consistent with AR 608-1, Appendix J.

e. FRGs may not make direct, personal solicitations to individuals for gifts or donations. FRGs may not conduct fund-raising off post. The FRG may not fund-raise on the job or substantially interfere with or compete against fund-raising by the CFC or AER.

f. Commanders should routinely consult with the Office of the Staff Judge Advocate for advice and assistance on FRG issues.

ANNEX 2: Private Organization (PO) Fund-raising

1. REFERENCES.

- a. DoD 5500.7-R, Joint Ethics Regulations, 17 November 2011.
- b. DoDD 5410.18, Public Affairs Community Relations Policy, 20 November 2001.
- c. AR 210-22, POs on Department of the Army Installations, 22 October 2001.
- d. AR 600-29, Fund-Raising Within the Department of the Army, 7 June 2010.

2. PROCEDURES.

a. A PO is a self-sustaining non-Federal entity which is operated on Fort Leavenworth with the written consent of the Garrison Commander, by individuals acting exclusively outside the scope of their official duties as DoD employees. All PO fund-raising requests must be submitted through FMWR in accordance with the Installation Fund-raising Policy. POs that operate on the installation are the only organizations on the installation that are authorized to engage in fund-raising off the installation. POs are not unit Family Readiness Groups (see ANNEX 1).

b. POs may conduct no more than four fund-raisers on the installation during any calendar year. POs may also fund-raise at FMWR sponsored events with prior permission from FMWR. Continuing resale activities are not authorized unless approved by the Garrison Commander or authorized by applicable regulations, e.g., the Thrift Shop.

c. Fund-raising for private organizations in the workplace is not authorized, and such fund-raising by personnel while on duty is not authorized. On post door-to-door solicitation is prohibited unless approved by the Garrison Commander. DoD employees will not officially endorse or appear to endorse membership drives or fund-raising for any PO. The only exception to this guidance is for fund-raising for the CFC, AER and organizations comprised primarily of DoD employees and their dependents. For example, a unit may officially endorse, with the approval of the Commander, a fund-raiser held among unit soldiers and dependents to raise funds for a summer unit picnic.

d. DoD employees may not participate in the management of a PO in their official capacity or use titles, offices, or position in connection with the PO participation. Use of official mail distribution or electronic mail systems for PO fund-raising is not authorized. Door-to-door fund-raising/solicitation is not authorized on Fort Leavenworth without prior approval from the Garrison Commander.

e. Any logistical support for PO fund-raising events will be in accordance with the Joint Ethics Regulation 3-211.

ANNEX 3: School Sponsored Fund-raising

1. REFERENCES. DoD 5500.7-R, Joint Ethics Regulation, 17 November 2011

2. PROCEDURES.

a. OFF-POST SCHOOLS. Fort Leavenworth wants to offer all on-post students the opportunity to participate in school sponsored fund-raising for school activities. Since there is no high school on post, on post high school students do not have school grounds on which to fund-raise. To accommodate this, any high school which has a student living on post is authorized to conduct no more than four fund-raisers on the installation during the calendar year. ROTC units may conduct up to two fund-raisers per year that are not counted as part of the four allowed per school. These events must meet the following criteria:

- (1) Does not interfere with the performance of official duties or detract from readiness.
- (2) Community relations with the local community are served.
- (3) It is appropriate to associate Fort Leavenworth with the event.
- (4) The fund-raiser is of interest and benefit to the local civilian community or Fort Leavenworth.
- (5) The school is not affiliated with the CFC.
- (6) Each event must be requested in writing by the principal of the school.
- (7) Fund-raising may only be done by the students who live on post.
- (8) Each event must have a designated sponsor who is Active Duty military. The sponsor must sign an agreement at the FMWR office that all rules will be followed.

b. ON-POST SCHOOLS. Requests for fund-raising for on post schools are processed through the Unified School District 207 Superintendent of Schools and approved by the Fort Leavenworth Board of Education. On post fund-raising is limited to fund-raisers on school property, i.e., book fairs, aluminum can drives.

c. Solicitation in the federal workplace is prohibited. On post door-to-door solicitation is prohibited unless approved by the Garrison Commander.