



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-MW

26 June 2014

MEMORANDUM FOR U.S. Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #38, Fundraising on Fort Belvoir

1. References:

- a. AR 600-29 (Fundraising Within the Department of the Army), 7 June 2010.
- b. AR 930-4 (Army Emergency Relief), 22 February 2008.
- c. AR 165-1 (Army Chaplain Corps Activities), 3 December 2009.
- d. AR 215-1 (Military Morale, Welfare and Recreation Programs and Nonappropriated Fund Instrumentalities), 24 September 2010.
- e. DoD 5500.7-R (The Joint Ethics Regulation), 1 August 1993, change 7, 17 November 2011.
- f. AR 600-20 (Army Command Policy), 18 March 2008 (RAR 005, 20 September 2012).
- g. AR 210-22 (Private Organizations on Department of the Army Installations), 22 October 2001.
- h. AR 870-20 (Army Museums, Historical Artifacts, and Art), 11 January 1999.
- i. AR 608-1 (Army Community Service), 13 March 2013.

2. Purpose. To establish policy for fundraising activities of official and private organizations on Fort Belvoir.

3. Applicability. This policy applies to all Department of Defense (DoD) organizations, private organizations, informal funds, and other activities operating on Fort Belvoir. It is intended to provide consistent guidelines for the approval and conduct of fundraising activity on the Fort Belvoir military reservation and govern the privilege of fundraising in such a manner that worthy causes can be supported and disruption of installation operations can be minimized.

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4. Policy. As an institution, the Army does not fundraise. Army units do not solicit for funds, goods, or services. DoD employees may not officially endorse or appear to endorse fundraising for any non-Federal entity except in support of the Combined Federal Campaign (CFC) or the following authorized non-CFC fundraising:

- a. Fundraising approved by U.S. Office of Personnel Management for an emergency or disaster appeal.
- b. Fundraising in support of the Army Emergency Relief (AER) Campaign.
- c. Fundraising in chaplains' programs conducted IAW AR 165-1.
- d. Fundraising for Army museums conducted in conjunction with private museum foundations IAW ARs 600-20, 210-22, 870-20.
- e. Local fundraising conducted with prior approval by the appropriate commander:
 - (1) In support of installation Family and Morale, Welfare and Recreation activities as provided in AR 215-1.
 - (2) In support of Fort Belvoir unit and Family Readiness Group (FRG) informal funds. Examples of which would be office coffee, cup and flower, and annual picnic funds.
 - (3) In support of approved on-post private organizations.

5. The Director of Family and Morale, Welfare and Recreation (FMWR) is delegated authority to approve requests for fundraising and is the point of contact for all fundraising activity on the installation. All fundraising requests will be reviewed by the Office of the Staff Judge Advocate prior to the garrison commander or designee taking action on the requests.

6. Official Organizations. Government-wide fundraising regulations prohibit fundraising in the federal workplace. An exception exists for organizations composed primarily of DoD employees or their dependents when fundraising among their own members for the benefit of welfare funds for their own members or dependents when approved by the appropriate commander after consultation with the ethics advisor.

a. General. A commander or head of an organization may approve fundraising within the organization's own area, excluding in the work place, in accordance with the Joint Ethics Regulation. Army organizations must approve the existence of a unit

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informal fund and designate, in writing, an informal fund custodian as outlined in AR 600-20. Funds collected in the form of dues or other collections will be used for expenses consistent with the purposes and function of the informal fund. Commanders are responsible for monitoring the activities of any informal funds operating within their organizations. Internal fundraisers must not solicit members of the Fort Belvoir community outside of that particular organization.

b. FRGs. FRGs are official command programs; commanders are responsible for their operation and funding through appropriated funds. Commanders may establish informal funds to support the activities of FRG members that cannot be supported with appropriated funds, and FRG members may fundraise in support of these informal funds upon approval by the appropriate commander. Fundraising for the benefit of FRGs is limited to only the FRGs of units physically located on Fort Belvoir. Every Fort Belvoir FRG must have a properly established informal fund and be registered with the Mobilization and Deployment Family Readiness Program within the Fort Belvoir Army Community Service.

c. Special favors for donations are prohibited. For example, personnel who donate will not be excused from physical training, given a pass, or excused from wearing the appropriate military uniform.

d. Units and FRGs may not actively solicit gifts and donations from individuals, businesses, and other private organizations except in the course of approved fundraising activities as authorized by the appropriate commander in consultation with his or her legal advisor.

7. Chaplains' Tithes and Offerings Fund Policies. Fundraising by chaplain programs in chapels and similar areas designated for routine and exclusive use by the Staff Chaplain Directorate will be conducted IAW 165-1 and approved by the garrison chaplain. Any fundraising conducted outside of such locations require garrison commander approval.

8. Private Organizations. Private organizations authorized to operate on Fort Belvoir may conduct occasional fundraising activities on the installation with prior approval by the Director of FMWR, on behalf of the garrison commander. Approved fundraising activities must comport with the rules established in this policy.

9. Locations.

a. Fundraising may not be conducted in the workplace. "In the workplace" is that area within federal property that employees use for the performance of normal mission

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functions. Examples include offices, conference rooms, medical treatment facilities, and other locations where employees perform their normal duties. Not included within this definition are areas that are generally not used for the performance of normal duties. Examples include public lobbies, parking lots, picnic areas, break rooms, break areas, and other locations that employees do not use for the performance of normal duties.

b. The following locations may be authorized as fundraising locations upon approval by the garrison commander:

(1) The area in front of the Main Post Exchange provided ingress and egress are not blocked. There will be a limit of one fundraiser at a time. All tables will be offset at least five feet from the main entrance.

(2) Approved areas inside the Main Post Exchange as directed by the manager.

(3) The area in front of the Commissary provided ingress and egress are not blocked. There will be a limit of one fundraiser at a time outside. All tables will be offset at least five feet from the main entrance.

c. Private organization and FRG "Bagging for Dollars" fundraisers are conducted inside the Commissary and therefore require the tentative approval and decision of date and time by the Commissary Director. A formal request must still be submitted to the Directorate of Family and Morale, Welfare and Recreation (DFMWR) for final approval.

d. Requests for fundraising locations outside the unit area other than the above locations will be considered on a case-by-case basis.

10. Submission of Requests. Requests for fundraising requiring garrison commander approval must be made at least 14 days in advance of the event to DFMWR; 5820 21st Street, Fort Belvoir, VA 22060; phone number 703-805-4127; and fax 703-805-4103.

a. Requests must include the name of the organization, the proposed method to raise funds; the proposed location to fundraise; the purpose for which the funds will be used; and the name, e-mail address, and phone number of the primary point of contact. The primary point of contact for the organization fundraiser is responsible for the conduct and actions of the people who are fundraising. Except for FRG informal funds, the balance of a unit informal fund will not exceed \$5,000.

b. All FRG fundraiser requests (template enclosed) should come from the FRG leader through the unit commander. FRGs must be registered with the Mobilization and Deployment Family Readiness Program on Fort Belvoir. Additionally, a treasurer's

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report from within the last 30 days must accompany each fundraising request. The balance of a FRG informal fund cannot exceed \$10,000.

c. Unit and FRG fundraising requests must be signed by the unit commander.

d. The DFMWR will coordinate the scheduling of fundraising events directly with the point of contact for the fundraising location and will maintain a calendar of all fundraising events. Fundraising, with the exception of gift wrapping at the Post Exchange and other specifically approved exceptions, is permitted from 2 January of any year through the Friday following Thanksgiving to prevent interference with holiday shopping activities.

11. Restrictions.

a. All fundraising activities requested during the Combined Federal Campaign or the AER campaign will not compete or substantially interfere with the authorized annual fund drives.

b. Fundraisers cannot duplicate services provided by DFMWR programs or the Army and Air Force Exchange Service (AAFES) or otherwise compete with DFMWR or AAFES unless they first obtain explicit written approval from AAFES or the Director, FMWR, as appropriate for the particular activity.

c. Permission granted to private organizations to conduct fundraising does not constitute Department of the Army (DA), Fort Belvoir, or any official sanction of the organization. Signs and advertisements must not state or imply an official affiliation with DoD, DA, or Fort Belvoir.

d. Private organizations may not use government letterhead, official titles, or government communications systems in furtherance of approved fundraising activities.

e. For all fundraising activities outside the unit area, Soldiers and civilian employees will not engage in fundraising activities while in an official duty status, nor will Soldiers wear military uniforms while fundraising. Employees will not solicit subordinates nor will supervisors coerce or require employees to participate in fundraising activities.

f. No door-to-door solicitation, sales, or fundraising of any kind is permitted on the installation.

g. Athletic events on Fort Belvoir such as races are conducted by DFMWR and are not fundraising activities except in support of the annual Combined Federal Campaign.

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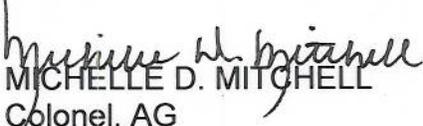
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12. The Public Affairs Office may, and is encouraged to, distribute information about events of significant interest to the Fort Belvoir community.

13. This policy will be enforced at all times to include weekends and holidays.

14. The proponent for this policy is the DFMWR, 703-805-2532.

Encl


MICHELLE D. MITCHELL
Colonel, AG
Commanding



DEPARTMENT OF THE ARMY
YOUR UNIT NAME
YOUR UNIT STREET ADDRESS
YOUR UNIT CITY, STATE AND ZIP

YOUR-UNIT-OFFICE-SYMBOL

DATE

MEMORANDUM FOR Commander, U.S. Army Garrison, Fort Belvoir, Fort Belvoir, VA
22060

SUBJECT: Family Readiness Group (FRG) Informal Funds Fundraising Request

1. The following FRG requests permission to raise funds:

Organization: _____

Type of Fundraiser: _____

Purpose of Fundraiser: _____

Location of Event: _____

Date(s): _____ Time(s): _____

2. A treasurer's report from the last 30 days is attached.

3. All funds raised by this activity will be used/distributed IAW with DODI 5500.7-R, AR 608-1, AR 600-29, and Fort Belvoir Policy Memorandum #38.

4. The FRG Leader for this Organization is:

(Family Readiness Group Leader Printed Name) Phone: _____

(Signature) Date: _____

5. The contact information for the Commander of this Organization is:

(Commander's Printed Name) Phone: _____

YOUR-UNIT-OFFICE-SYMBOL

SUBJECT: Family Readiness Group (FRG) Fundraising Request

6. The point of contact for this request is **Your Name Here, telephone number.**

/Signed/
UNIT COMMANDER
RANK, BRANCH
Commanding

SEND REQUEST TO:

Directorate of Family and Morale, Welfare, and Recreation (DFMWR)

ATTN: Sheila Reese

5820 21ST Street

Fort Belvoir, Virginia 22060

703-805-4127

Email – sheila.m.reese.naf@mail.mil

MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO EVENT