



**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

IMNE-BEL-PE

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #36, Fundraising on Fort Belvoir

1. REFERENCES:

- a. AR 600-29, Fundraising Within the Department of the Army, 1 Jun 01.
- b. AR 930-4, Army Emergency Relief, 22 Feb 08.
- c. AR 165-1, Army Chaplain Corps Activities, 3 Dec 09.
- d. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 31 Jul 07.
- e. DoD 5500.7-R, The Joint Ethics Regulation, 1 Aug 93.
- f. AR 600-20, Army Command Policy, 18 Mar 08.
- g. AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01.
- h. AR 608-1, Army Community Service Center, 19 Sep 07.

2. PURPOSE: To establish policy for the 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.

4. POLICY: As an institution, the Army does not fundraise. Army units do not solicit for funds, goods, or services. The only authorized exceptions are:

- a. Fundraising in support of the Combined Federal Campaign IAW AR 600-29.
- b. Fundraising in support of the Army Emergency Relief Campaign IAW AR 930-4.
- c. Fundraising in chaplain's programs conducted IAW AR 165-1.

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d. 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.

(3) In support of approved on-post private organizations.

5. The Director, Directorate of Family, Morale, Welfare, and Recreation (DFMWR), 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 request.

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. DoD 5500.7-R, The Joint Ethics Regulation, paragraph 3-210(a)(6).

a. General. Fundraising outside the organization area requires Garrison Commander (or designee) approval. 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 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.

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. Fort Belvoir FRGs must have a properly established informal fund and be registered with the Mobilization and Deployment Family Readiness Program within Fort Belvoir Army Community Services (ACS).

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

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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. Chaplain's 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 Family and Morale, Welfare, and Recreation (DFMWR) 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 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 off-set 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. All tables will be off-set at least five (5) feet from the main entrance.

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

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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 21<sup>st</sup> Street, Fort Belvoir, VA 22060, phone number (703) 805-2394, and fax (703) 805-4122.

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 should come from the FRG leader, through the Unit Commander. FRGs must be registered with Mobilization and Deployment Family Readiness Program on Fort Belvoir. Additionally, a treasurer's report from within the last 30 days, must accompany each fundraising request. The balance of an FRG informal fund cannot exceed \$10,000.

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

d. 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 PX and others specifically approved as exceptions, is permitted from 2 January of any year through the Friday following Thanksgiving, so as not to interfere with holiday shopping activities.

11. Restrictions.

a. All fundraising activity requested during the Combined Federal Campaign (CFC) or the Army Emergency Relief (AER) Campaign will not compete or substantially interfere with the authorized annual fund drives.

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

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

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

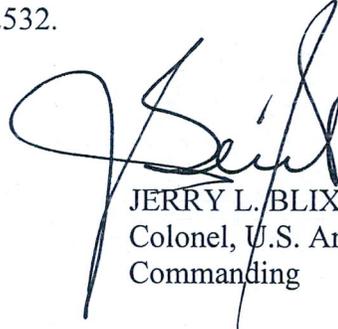
e. For all fundraising activities outside the unit area, soldiers and civilian employees will not engage in fundraising activities while in an official duty status, nor will Soldiers wear military uniforms while fundraising. Employees will not solicit subordinates, nor will supervisors coerce or require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

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

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 point of contact for this memorandum is the Directorate of Family and Morale, Welfare and Recreation at (703) 805-2532.



JERRY L. BLIXT  
Colonel, U.S. Army  
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 1000.15 and AR 210-22, Private Organization and Fund Raising Policy.
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.

UNIT COMMANDER  
RANK, BRANCH  
Commanding

**Coordination:**

\_\_\_\_\_  
(Facility Manager Signature)

\_\_\_\_\_  
(Facility)

\_\_\_\_\_  
(Date)

**Legal Review:**

This fundraiser has been reviewed and is Legally Sufficient / Legally Insufficient.

\_\_\_\_\_  
(Legal Review Signature)

\_\_\_\_\_  
(Legal Review Printed Name)

\_\_\_\_\_  
(Date)

**Authorization:**

This fundraising request is Approved / Disapproved:

\_\_\_\_\_  
(USAG Commander Signature or Designee)

\_\_\_\_\_  
(Date)

**SEND REQUEST TO:**

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

ATTN: Dee Poling

5820 21<sup>ST</sup> Street

Fort Belvoir, Virginia 22060

703-805-2394

Email – [dee.poling@us.army.mil](mailto:dee.poling@us.army.mil)

**MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO EVENT**