

Fort Campbell Family & MWR

Fundraising & MWR Unit Funds



Resource Guide

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Formal Fundraising

In accordance with AR 1-10, all fundraising activities conducted must be signed by an approving official prior to the event as following:

(1) Within their assigned organizational/facility footprint: Commander or DODEA superintendent approves fundraisers such as cup and flower, holiday fund, organizational day fund, single Soldier club, and activities that are an extension of the on-post schools. FC Form 4276 should be submitted to the Commander 10 days prior to the event.

(2) Outside their assigned organizational/facility footprint, but on the installation: DFMWR approves all fundraisers. FC Form 4276 should be submitted to the DFMWR Non-Federal Entity Liaison Office 30 days prior to the event.

Procedures

DFMWR Non-Federal Entity Liaison provides information, assistance, and oversight for regulatory compliance as needed. They also provide necessary forms and guidance and are final approval for fundraising outside the area of responsibility.

FC Form 4276 must be on site during the fundraiser. See AR1-10 for appropriate approval and coordination signatures or contact the DFMWR Non-Federal Entity Liaison Office for guidance.

All fundraisers involving temperature controlled food items, regardless of location, must receive concurrence from Environmental Health prior to DFMWR approval. Contact Environmental Health at 270-412-3980/3979/3990.

Continuous resale: A request for an exception to policy must be submitted and approved for any fundraiser over one week in duration.

Door-to-door solicitation: Door-to-door solicitation for fundraising is prohibited. A request for an exception to policy must be submitted.

Soldier and Family Readiness Group (SFRG) Informal Funds

In accordance with Regulation and References: Army Regulation 600-20, 4-17 dated 15 April 2026, AR 608-1 Appendix C dated 15 April 2026, and DOD 5500.7-R, Unit Commanders have the authority to authorize fundraisers within the limits of their own unit footprint.

Commander or Rear-D will complete FC Form 4276 for all fundraiser requests outside unit footprint. (Online at [Fundraising :: Ft. Campbell :: US Army MWR](#) or Bldg T-39, Rm 144 from DFMWR Non-Federal Entity Liaison).

Fund Cap

Gross annual receipts (income) for the SFRG Informal Fund **cannot exceed \$10,000 from all sources**, i.e. fundraising, gifts and donations. The Informal Fund balance should not exceed \$10,000 at any one time. However, if the fund balance does exceed \$10,000, then no additional income from fundraising, donations or gifts will be accepted until the balance falls under \$10,000, after the additional income has been added.

Auditing & Reporting

- Monthly to Unit Commander
- Annually to Unit and Brigade Commander no later than 30 days after the end of the calendar year.

These reports will summarize the Informal Fund's financial status, to include current balance, total income, and an itemized list of expenditures along with an explanation showing how the expenditures are consistent with the purpose of the SFRG Informal Fund established in the Standard Operating Procedure (SOP).

Informal Funds may not be deposited or mixed with appropriated funds, SFRG Supplemental Funds, MWR Unit Funds, unit cup and flower funds, or any individual's personal funds.

For an example of an Informal Fund Memo and SOP (SFRG/Informal Fund) please contact the Army Community Service Mobilization Deployment & Stability Support Operations program at 270-798-3849/2158 or 270-412-3195.

On Post Non-Federal Entity

Non-Federal Entities that wish to operate on Fort Campbell are required to register with the Non-Federal Entity Liaison. This process takes 60-90 days and must be completed before an organization may operate on Fort Campbell. Non-Federal Entities who are currently registered on Fort Campbell need to renew their status two years from the date of approval of their last request. The renewal process takes 60-90 days and must be completed prior to expiration of the organization's most recent approval to continue uninterrupted operations on Fort Campbell.

Off Post Non-Federal Entity

1. It should be noted that no off post organization is allowed to conduct a fundraiser on Fort Campbell as a matter of right. All fundraisers conducted by off post organizations must be approved in advance. This process takes 30-60 days to complete.
2. Off post organizations who wish to conduct a fundraiser on Fort Campbell must write a letter including the purpose of the organization, proposed date of the fundraiser, and location of the fundraiser.

Important Documents

- AR 210-22 Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations
- Non-Federal Entities Reference Guide
- AR 1-10 Fundraising Within the Department of the Army
- FC Form 4276 Recreational/Educational Non-Federal Entities and Informal Funds Fundraiser Request

Fundraising Opportunities

Fundraising activities include but are not limited to:

- Gift wrapping
 - Auctions
 - Bake sales
 - Sports events or tournaments
 - Cookbook sales
 - Unit fun runs
 - Pie throwing
 - Dunking booths
 - Family fun days
 - Commissary bagging
 - T-shirt sales
- (with unit logo – sample of t-shirt is required)
- (minimum 2 months in advance planning)

Units, Informal Funds, and SFRGs **may not enter into commercial sponsorship agreements**. Commercial sponsorship is an agreed upon arrangement under which a business provides assistance, funding, goods, equipment, or services in exchange for public recognition or other promotional opportunities on the installation.

The Exchange

2840 Bastogne Avenue

Fundraising Rules

- No handwritten signs.
- Must stay at the table.
- No walking over to people to bring them to your table.
- Cannot change the table location.
- No drink or clothing sales unless special approval by the Exchange GM.

Fort Campbell Commissary

2606 Indiana Avenue

Grocery Bagging Guidelines

- Not permitted on weekends.
- Bagging is only once a quarter per group and authorized in one lane.
- Youth under the age of 18 (age 16 for sports groups) are not allowed to bag.
- There will always be a minimum of (6) people to the lane.
- Soldiers may volunteer with Commander's approval and must be in civilian attire.
- No open toe shoes, tank tops or apparel deemed inappropriate or offensive.
- Bagging is limited to 4 hours on scheduled day.
- The request must be submitted on FC Form 4276 to secure desired date. Please see the store secretary to schedule.
- Note: Baggers will have already been scheduled to work for that shift. Remember the facility manager has the authority to cancel this event for failure to comply with final coordination prior to event date or for inappropriate conduct during the event.

Gifts and Donations

Department of the Army personnel, both military and civilian, are prohibited from soliciting donations. However, in response to an appropriate inquiry, they may inform potential donors of their needs.

1. The donor must submit a written offer to the command or organization that will benefit from the gift. If the gift is something the command or organization needs/ wants the offer will then be sent to the Gift Coordinators. The offer should include a description of the item, quantity, value and its condition, material, and approximate size and weight, if applicable. Conditions and limitations must be expressed in the written offer to ensure that a condition attached to the gift is not prohibited by law or regulation.
2. The donor must also understand that the acceptance of their gift does not imply US Army endorsement of any kind and no public announcement of the gift will be made. There are no special concessions or privileges connected to a donation.
3. Intended program may receive a gift AFTER it has been properly accepted.
4. Gift offers above \$250 receive a written legal review prior to acceptance by an approval authority. When in doubt, consult your SJA.
5. Upon approval by an acceptance authority, donors are formally notified of the gift's acceptance and the receiving entity may then make arrangements to take possession of the gift and execute per the donors' intent.

MWR Unit Funds

Regulations that Support Unit Funds:

- AR 215-1
- DFMWR Fort Campbell Unit Fund SOP

The SOP can be found on the MWR Fort Campbell Unit Fund webpage or requested via email from Unit Fund Managers or the Unit Fund Administrator.

Non-Appropriated Funding (NAF) via the DFMWR Financial Management Branch manages all Unit Fund accounts established for Unit Funds on Fort Campbell.

ALR Unit Funds

Army Level Requirements (ALR) unit funding is allocated to the Brigades/Separate Tenant Unit for Soldiers during deployment. The allocation is based on the annual per capita per permanently assigned military person using an Alpha Roster for deployment timeframe. ALR should be used as the primary funding for events if available.

- The unit must show that military personnel are under orders validating that the unit deployed from Fort Campbell.
- ALR funds cannot be used to purchase any audiovisual or communications equipment.
- The ALR funding will be kept in a separate account from local funds.
- The appointed Unit Fund Managers requesting the use of Army Level Requirement (ALR) funding will follow the same procedures for submitting a local fund request.
- Quarterly reports are provided by the BDE Unit Fund Manager to the MWR Unit Fund Administrator with a request to report deployed Soldiers so deployment numbers can be reported to IMCOM-G9.

Authorized Use of Unit Funds:

MWR unit funding is the monetary support of units through the DFMWR at the installation to which the military personnel are assigned. Unit funds must be used for Soldiers' off-duty leisure activities that promote the unit's morale and the cohesion of all military personnel. All unit members must have the opportunity to participate in the activity supported using MWR Unit Funds.

- Unit funds are allocated to the BDEs at the beginning of every fiscal year based upon the submission of an authorized Modification Table of Organization and Equipment (MTOE).
- Local Funding expires at the End-Of-Fiscal Year expenditure date designated by NAF Support Division, Financial Management Branch. No exceptions to policy.
- The Commanding Officer for each Brigade/Separate Tenant Unit will appoint an active duty Soldier as the Unit Fund Manager.
- The Unit Fund Manager will coordinate with the MWR Unit Fund Administrator at least 15 days in advance to request use of unit funds.
- MWR will be the unit's first choice vendor when requesting funding through MWR. All coordination for MWR will be made through the MWR Unit Fund Administrator.
- Unit Funds will not be reimbursed after the fact.
- ALR Funding will be the primary source of funding if available.

Unauthorized Use of Unit Funds

- May not be used for purchasing military uniforms which include PT uniforms 101st MWR SOP, AR215-1, para 5-14 (r)
- Change of Command/Retirement Ceremonies
- Induction or Promotion Ceremonies
- Hail and Farewells or Unit Training
- Awards Ceremonies in conjunction with mission exercises
- Protocol Functions
- Any other event for select individuals or a group, i.e. lunch for NCOs only
- Mission authorized expenditures
- Welcome Home Ceremonies
- Families and Soldier and Family Readiness Group (SFRG) events
- Food from any source other than MWR or the Commissary

Facilities Accepting Unit Funds

Cole Park Commons: 270-798 4610

Joe Swing Recreational Facility

Smokehaus Event Center

- Room Rentals

Hooper Bowling Center and Grille: 270-798-5887

- Snack bar purchases
- Party packages, lane and shoe rentals

Outdoor Recreation: 270-798-2629

- Pavilion rentals

Challenge Course/Adventure Programs Office: 270-412-7855

- Indoor climbing wall or outdoor challenge course
- Canoe trips
- Bike rentals
- Party room

Paintball: 270-798-2629/210-412-7855

- Paintball games

Skeet Range: 270-798-2629/270-412-4015

- Skeet shooting
- Archery
- Axe throwing

Gear to Go: 270-798-3919

- Canoes, grills, select inflatables, tables & chairs
- Bus & van rentals and other various items

The Zone Recreation Center: 270-461-0603

- Dine in or take-out food

Requesting Funding

A memorandum with the following information must be submitted for approval to the Unit Fund Manager prior to submission to MWR Unit Fund Administrator. All requests must be submitted to the MWR Unit Fund Administrator **at least 15 calendar days prior to the event date for requests exceeding \$500.00 or 10 calendar days for requests under \$500.00 and include the following:**

- Date of the event
- Intended use of the funds
- If Local or ALR funding is being requested (ALR funding should be the primary source if available.)
- Items purchased must be for active duty Soldiers only
- Itemized list of the items/services requested with pricing

Requests for MWR Facilities

- Units should coordinate with facility managers to gather pricing information and to make reservations. Due to demand, reservations with Gear-to-Go need be placed prior to submitting memorandum requests.
- Upon approval, the Unit Fund Administrator will email approval to Unit and facility manager regarding internal payment.

Requests for the Commissary

- Pricing can be gathered either in person or from the *Commissary Click to Go* online. A 5% surcharge must be included in the total. Items on sale may fluctuate and should be accounted for.
- Order cannot exceed the approved requested amount of funding.
- Purchases must be scheduled with the MWR Unit Fund Administrator as she/he is the GPC holder for Unit Funds.
- Only active duty Soldiers may be present at the time of purchase.
- Unit funds cannot be used to tip baggers; Soldiers may bag or provide tip money themselves.
- **Orders exceeding \$500.00 or with a quantity over 10 of one item need to be pre-ordered.** – The Unit POC must go to the Commissary Customer Service Desk in person to at least two weeks prior to event to place a special order.

DFMWR Contact Information

Financial Management Branch Chief:

Bldg. T-39 2601 Indiana Ave.

Room 143B

Tel: 270-412-4158 (DSN 635)

Fundraising Coordinator:

Bldg. T-39 2601 Indiana Ave.

Room 144

Tel: 270-798-1207 (DSN 635)

Installation Donations:

Bldg. T-39 2601 Indiana Ave.

Room 143B

Tel: 270-412-4158 (DSN 635)

Unit Funds Administrator:

Bldg. T-39 2601 Indiana Ave.

Room 144

Tel: 270-412-4181 (DSN 635)



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