

Fort Campbell Family & MWR

Fundraising & NAF Unit Funds



Resource Guide

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Formal Fundraising

In accordance with CAM Regulation 210-4, all fundraising activities conducted must be signed by an approving official prior to the event as following:

(1) Within area of responsibility: Commander or DODEA superintendent approves fundraisers such as: cup and flower, Christmas party 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 area of responsibility, but on the installation: DFMWR approves all fundraisers. FC Form 4276 should be submitted to the DFMWR Private Organization Liaison Office 30 days prior to the event.

Procedures

DFMWR Private Organization Liaison Office 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 CAM Regulation 210-4, Appendix A, for appropriate approval and coordination signatures or contact the DFMWR Private Organization Liaison Office for guidance.

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.

Family Readiness Group (FRG) Informal Funds

In accordance with Regulation and References: Army Regulation 600-20, 4-20 dated Nov 14, AR 608-1 Appendix J-4 dated Oct 17, Cam Reg 608-5 Chap 4-1 dated Jun 15, 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. (Forms are available at the Family Resource Center, 1501 William C. Lee Road and online at Fort Campbell Intranet Publications).

Fund Cap

Gross annual receipts (income) for the FRG 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 FRG Informal Fund established in the Standard Operating Procedure (SOP).

Informal Funds may not be deposited or mixed with appropriated funds, FRG 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 (FRG/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 Private Organization

Private organizations that wish to operate on Fort Campbell are required to register with the private organization liaison. This process takes 60-90 days and must be completed before an organization may operate on Fort Campbell. Private organizations 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 in order to continue uninterrupted operations on Fort Campbell.

Off Post Private Organization

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 Private Organizations on Department of the Army Installations
- CAM Regulation 210-4 Recreational and Educational Private Organizations
- Private Organizations Reference Guide
- AR 600-29 Fundraising within the Department of the Army
- FC Form 4276 Recreational/Educational Private Organizations and Informal Funds Fundraiser Request

Fundraising Opportunities

Fundraising activities include but are not limited to:

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

Units, Informal Funds, and FRGs may not enter into commercial or 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 for the installation.

The Exchange

2840 Bastogne Avenue

Fundraising Rules

- No hand written 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

- Permitted Saturday and Sunday only from 0900-1700.

Grocery Bagging Guidelines (Commissary)

- Bagging is only once a month 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 be a minimum of (6) people to the lane at all times.
- 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 fundraisers are scheduled once a month and accepted quarterly:

- 1st quarter (January – March) • 2nd quarter (April – June)
- 3rd quarter (July – September) • 4th quarter (October – December)

The request may be submitted on FC Form 4276 on the first day of the last month of prior quarter. Please see the store secretary.

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 gifts acceptance and the receiving entity may then make arrangements to take possession of the gift and execute per the donors intent.

NAF Unit Funds

Regulations that Support Unit Funds:

- AR 215-1, Chapter 6
- SOP for 101st MWR Unit Funds

The SOP can be found at

<https://campbell.armymwr.com/us/campbell/programs/mwr-unit-funds>

Non Appropriated Funding (NAF) via the 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.

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 BDE appointed Unit Fund Custodians requesting the use of Army Level Requirement (ALR) funding will follow the same procedures for submitting a local fund request.

Quarterly reports are provided to the BDE Unit Fund Manager by the NAF Unit Fund Coordinator 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 is 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).
- Unit Funds must be spent NLT 30 September annually; the funding will not roll over. 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 Coordinator at least 30 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 thru the MWR Unit Fund Coordinator.
- Unit Funds will not be reimbursed after the fact.

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 Family Readiness Group (FRG) events

Facilities Accepting Unit Funds:

The Warrior Zone: 270-461-0603 (18 years or older)

- Dine in or take out breakfast, lunch, dinner & Catering
- Video Gaming & Pool

Cole Park Commons/Eagle Catering: 270-798-4610 Ext. 319

- Dine in or take out lunch & dinner (served or buffet)
- Room Rentals

Joe Swing Recreational Facility: 270-798-4610 Ext. 319

- Catering
- Facility Rental

Hooper Bowling Center and Grille: 270-798-5887

- Snack Bar Purchases
- Party Packages, Lane & Shoe Rentals

Artillery Grille: 270-798-0766

- Dine in or take out breakfast & lunch

Smokehaus Restaurant: 270-798-4993

- Dine in or take out lunch & dinner (served or buffet)
- Room Rentals

Outdoor Recreation: 270-798-2629/270-798-5590

- Pavilion Rentals

Challenge Course: 270-412-7855

- Indoor climbing wall or Outdoor challenge course
- Canoe trips

Paintball: 270-412-4015/270-798-4620

- Paintball games

Skeet Range: 270-412-4015/270-798-4620

- Skeet shooting

Gear to Go: 270-798-3919/270-798-6806

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

Guenette Arts & Crafts & Engraving Etc.: 270-798-0171

- Engraving on glass, wood or metal

Contact Information

Financial Management Branch Chief:

Bldg. 2601, Indiana Ave.

Room 239B

Tel: 270-798-5582 (DSN 635)

Fundraising Coordinator:

Bldg. 2601, Indiana Ave.

Room 236

Tel: 270-798-6818 (DSN 635)

Unit Fund Coordinator:

Bldg. 2601, Indiana Ave.

Room 236

Tel: 270-798-6818 (DSN 635)

Private Organization:

Bldg. 2601, Indiana Ave.

Room 236

Tel: 270-798-6818 (DSN 635)

Installation Donations:

Bldg. 2601, Indiana Ave.

Room 237B

Tel: 270-412-4158 (DSN 352)



8/18
Last Updated