

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 area of responsibility: Commander or DODEA superintendent approves fundraisers such as: cup and flower, holiday 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 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, 4-20 dated 24 July 2020, AR 608-1 Appendix J-4 dated 19 October 2017, 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. (Online at [Fundraising :: Ft. Campbell :: US Army MWR](#) or Bldg T-39, Rm 142 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 in order 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
- Cook book 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 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

Grocery Bagging Guidelines

- Not permitted on Sunday.
- 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 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, Chapter 6
- SOP for 101st MWR Unit Funds

The SOP can be requested from the Unit Fund Manager for Brigade or the MWR Unit Fund Coordinator.

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.

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 MWR 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 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 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 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

- Room rentals

Joe Swing Recreational Facility: 270-798-4610

- Facility rental

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

Engraving Etc.: 270-798-0171

- Engraving on glass, wood, or metal

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

- 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 Coordinator. All requests must be submitted to the MWR Unit Fund Coordinator **at least 15 working days prior to the requested date:**

- Detailed list of the items/service requested with correct pricing
- Date of the event/purchase
- Intended use of the funds
- The request must state whether it is for local or ALR MWR Funds
- Items purchased must be for active duty Soldiers only

Requests for MWR Facilities

- Units should coordinate with facility managers to gather pricing information and to make reservations.
- Upon approval, the Unit Fund Coordinator 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. If the approved total is exceeded at checkout, items will have to be returned.
- Purchases must be scheduled with the MWR Unit Fund Coordinator as they are 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 are allowed to bag or provide tips themselves
- **Events for more than 300 Soldiers need to pre-order** - Units must go to the commissary in person to speak with Ms. Sybriena Burton, available Tuesday –Saturday before 13:00, at least two weeks prior to event to pre-order supplies.

DFMWR Contact Information

Financial Management Branch Chief:

Bldg. T-39 2601 Indiana Ave.

Room 142

Tel: 270-798-5582 (DSN 635)

Fundraising Coordinator:

Bldg. T-39 2601 Indiana Ave.

Room 142

Tel: 270-412-4181 (DSN 635)

Installation Donations:

Bldg. T-39 2601 Indiana Ave.

Room 118B

Tel: 931-561-0021

Non-Federal Entity Liaison:

Bldg. T-39 2601 Indiana Ave.

Room 142

Tel: 270-412-4181 (DSN 635)

Unit Fund Coordinator:

Bldg. T-39 2601 Indiana Ave.

Room 142

Tel: 270-412-1207 (DSN 635)



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