


RECREATIONAL/EDUCATIONAL PRIVATE ORGANIZATIONS AND INFORMAL FUNDS FUNDRAISER REQUEST

(For use of this form see CAM Regulations 210-4, and 608-5. The proponent of this form is DFMWR)

This form must be completed and submitted to the Commander for final approval (if within the unit footprint) or to the Private Organization Liaison Office if outside the unit footprint. Request should precede the event by 10 working days, if in the area of responsibility, and 30 working days for all other types of fundraisers. General fundraising information (informal funds) is located on page 2 of this form.

THIS FORM MUST BE ON SITE DURING THE FUNDRAISER

NAME OF ORGANIZATION OR UNIT	TYPE OF FUNDRAISER (e.g. car wash, bake sale, etc.)	
DESIRED DATE AND TIME OF FUNDRAISER	ALTERNATE DATE AND TIME (if applicable)	
LOCATION OF EVENT (where - building number and street)		
ITEMS TO BE SOLD OTHER THAN FOOD OR DRINK		
TYPE OF FOOD OR DRINK TO BE SOLD (Note: food items containing custards, creams or egg whites MAY NOT BE sold)		
REQUESTER'S NAME	REQUESTER'S SIGNATURE 	TELEPHONE NUMBER

APPROVALS / DISAPPROVALS and CONCUR / NONCONCUR (check appropriate box)

COMMANDER, ANY LEVEL: (Commander MUST sign off on ALL fundraisers. Commander is final approval authority if fundraiser is conducted within Unit footprint) <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
MEDDAC, ENVIRONMENTAL HEALTH: BLDG 6903, Desert Storm Ave., (270) 412-3979/3980 (All on post food sales, regardless of location, must receive concurrence from Environmental Health prior to final approval. Appointments are strongly recommended but not required) <input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR
AAFES MANAGER: BLDG 2610; 439-1846 (Note: AAFES is the approval authority for fundraisers conducted at Wilson Theater after 1700) <input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR
OUTDOOR RECREATION: (MWR Parks); BLDG 6645; (270) 798-2175 <input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR
FACILITY MANAGER: (e.g. MWR Activity, Commissary, Housing, Other; Note: MWR Sport Office, 798-3320, is the approval authority for Fundraiser conducted at Wilson Theater prior to 1700) <input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR
INSTALLATION SAFETY OFFICE: (Contact the assigned BDE Safety Officer; if you do not know the BDE Safety Officer call 798-7009) <input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR
FIRE DEPARTMENT <input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR
POST OFFICE: BLDG 91, Michigan Ave. (Car Wash Only) <input type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR
FINAL APPROVAL: (REQUIRED for all fundraisers conducted outside the unit footprint), Bldg 5663 Screaming Eagle Blvd, 798-9953. FOR THE GARRISON COMMANDER: Robert E. Vail, Director, Family and Morale, Welfare and Recreation <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED

GENERAL FUNDRAISING INFORMATION (Informal Funds)

1. All fundraising activities conducted by Informal Fund Organizations must be signed by an approving official prior to the event as follows:

a. Outside area of responsibility, but on the installation. Director, Directorate of Family and Morale, Welfare and Recreation, approves all fundraisers. Form should be submitted 30 days prior to the event.

b. Within area of responsibility: Commander, FMWR Division Chief, or Department of Defense Elementary and Secondary Schools (DDESS) superintendent approves fundraisers such as cup and flower, holiday party fund, organizational day fund, single soldier club, sports that are an extension of FMWR (Little League sports, etc.), and activities that are an extension of the on-post schools. This form should be submitted 10 days before the event.

2. Three criteria are required prior to holding a fundraiser:

a. A current letter to operate signed by the approving official (Commander, FMWR Chief, or DDESS).

b. A custodian elected or volunteer to be accountable for financial reports regarding income, expenses, audits and taxes, and inspection of same.

c. This form properly completed, signed, and dated a minimum of 30 or 10 days prior to the event, as appropriate.

3. Coordination signatures are required on this form PRIOR to submitting to the approving official. See CAM Regulation 210-4, Appendix A, for appropriate approval and coordination signatures.

4. The following guidelines must be followed when conducting fundraising events:

a. Military and civilian personnel acting in an official capacity may not solicit.

b. Military and civilian personnel may not solicit on duty.

c. Participation in any fundraising activity is strictly voluntary.

d. Incentives, such as training holidays or awards for volunteers or participants, are prohibited.

e. All restrictions of CAM Regulations 210-4, 608-5, AR 210-22, DOD Joint Ethics regulations and other policies on use of government resources will be followed.

f. Fundraising activities will not duplicate, compete with, or preempt fund generating programs of the Installation Family and Morale, Welfare and Recreation Funds Activities.

5. These forms and information are provided for customers' convenience at the Directorate of Family and Morale, Welfare and Recreation, Private Organizations Liaison Office.