

RECREATIONAL AND EDUCATIONAL NON-FEDERAL ENTITIES (NFE) AND INFORMAL FUNDS FUNDRAISER REQUEST

(The proponent of this form is DFMWR.)

This form must be completed and submitted to the unit commander for final approval if the fundraiser is held within the unit footprint. In the event the fundraiser is held outside of the unit footprint, this form must be submitted through the unit commander to the DFMWR Financial Management Branch (FMB) for approval. Requests for Recreational and Educational Activities will need to obtain signature from the appropriate school administrator. 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 below and on page 2 of this form.

THIS FORM MUST REMAIN ON SITE DURING THE FUNDRAISER

NAME OF RECREATIONAL AND EDUCATIONAL ACTIVITY OR UNIT		TYPE OF FUNDRAISER (e.g. 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			
REQUESTER'S NAME	REQUESTER'S EMAIL	PHONE #	REQUESTER'S SIGNATURE

APPROVALS / DISAPPROVALS (Check Appropriate Box)

COMMANDER/DIRECTOR: The unit commander/activity administrator MUST sign off on ALL fundraisers. The unit commander/activity administrator is the final approval authority ONLY for fundraisers within the unit/activity footprint.

APPROVE Date: Signature:

DISAPPROVE

LOCATION COORDINATOR for fundraisers held outside of unit/activity footprint: The location coordinator MUST sign off to approve use of space on ALL fundraisers outside of the unit/activity footprint.

APPROVE Date: Signature:

DISAPPROVE

APPROVAL AUTHORITY for fundraisers held outside of unit/activity footprint: For additional info contact (270)412-4181, Bldg T-39 Indiana Ave, Rm 144

FOR THE GARRISON COMMANDER:

APPROVE Date: Signature:

DISAPPROVE Director, Family and Morale, Welfare and Recreation (270)798-9953

ENVIRONMENTAL HEALTH APPROVAL: Note: ONLY required for a unit/activity food event that is open to the GENERAL PUBLIC and involves preparation or sale of time/temperature control for safety foods (TCS). For additional information see below (para 1.c.) or contact (270)412-3980/3979/3990, Bldg 6903 Desert Storm Ave.

APPROVE Date: Signature:

DISAPPROVE

GENERAL FUNDRAISING INFORMATION (Informal Funds)

1. All fundraising activities conducted by Recreational and Educational Activities and Informal Unit Funds must be signed by an approving official prior to the event as follows:
 - a. Within the area of responsibility, the unit commander, Activity Administrator or Department of Defense Education Activity (DODEA) 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.
 - b. Outside area of responsibility, but on the installation, the Director, Family and Morale, Welfare and Recreation (FMWR), approves all fundraisers. The FC 4276 shall be submitted electronically to karolina.e.simer.naf@army.mil or hand carried to Bldg T-39, Indiana Ave, Rm 144. The request must be submitted 30 days prior to the event to allow sufficient time for coordination and approval. The coordinator for the location of the event (Location Coordinator) must approve the use of space prior to receiving final approval from the Director, FMWR.
 - c. Food events that are open to the GENERAL PUBLIC and offer time/temperature control for safety foods (i.e. food that requires time/temperature control e.g. dairy products, meat, cut fruits & vegetables, etc.), regardless of where it's prepared, REQUIRE food handler training which is provided by Environmental Health. For more information contact Environmental Health at (270)412-3980/3979/3990, Bldg 6903 Desert Storm Ave.

GENERAL FUNDRAISING INFORMATION CONTINUED (Informal Funds)

2. The fundraiser form for all fundraising requests can be obtained at the Financial Management Branch Office (Bldg T-39, Room 144). For fundraising requests outside of the unit footprint, the approved/disapproved FC 4276 will be returned via email to the POC once completed by the DFMWR Financial Management Branch.

3. 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 DOD Joint Ethics regulations; Army Regulation 210-22 (Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations) 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 Fund Activities.