

Fort Sill Regulation 608-2

Fundraising

**Department of the Army
Headquarters, USAFCoEFS
455 McNair Avenue, Suite 100
Fort Sill, OK 73503
2 March 2023**

UNCLASSIFIED

FUNDRAISING

History. This Fort Sill Regulation supersedes Fort Sill Regulation 608-2, Fundraising, 9 December 2010.



Summary. This regulation prescribes the policies, procedures, and responsibilities for fundraising on Fort Sill.

This regulation is distributed and published solely through the Department of Human Resources, Administrative Services Division Homepage at:
<https://sill-www.army.mil/USAG/publications.html>

Supplementation. Supplementation of this publication is prohibited without prior concurrence from the Directorate of Family and Morale, Welfare and Recreation (DFMWR), 4700 Mow Way Road, Suite 100, Fort Sill, OK 73503 and approval by the Garrison Commander, USAG-Fort Sill.

Suggested Improvements. The proponent of this regulation is the DFMWR. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the DFMWR.

Applicability. Commanders, supervisors, Soldiers, civilian employees, contractors, private organizations, family members, retirees, tenants, and any other individuals who seek to have events or raise money on Fort Sill or seek to raise funds off Fort Sill for a group or event associated with Fort Sill.


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*This regulation supersedes Fort Sill Regulation 608-2, 9 December 2010.

Chapter 1

General

1-1. Purpose. This regulation controls all fundraising on Fort Sill, and all fundraising activities associated with Fort Sill or Fort Sill units and tenants.

1-2. References. Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Records Management. Records created because of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, Army Records Management System and DA Pam 25-403, Army Guide to Recordkeeping. Record titles and descriptions are available on the Army Records Information Management System website (<https://www.arims.army.mil>).

1-5. Applicability.

a. This regulation applies to –

(1) Commanders, supervisors, Soldiers, civilian employees, contractors, private organizations, family members, retirees, tenants, and any other individuals who seek to have events or raise money on Fort Sill or seek to raise funds off Fort Sill for a group or event associated with Fort Sill.

(2) All members of SFRGs, informal funds, private organizations, unit activity funds, office coffee funds, cup and flower funds, hail and farewell funds, holiday party funds, Army Community Service (ACS) volunteer activities, unit activity funds, annual picnic funds, and any other similar funds established under AR 600-20, paragraph 4-20.

b. This regulation does not apply to fundraising in buildings on the installation that are not owned by the federal government, such as banks, credit unions, and schools; non-appropriated fund (NAF) operations at MWR events; Red Cross operations in the Red Cross building; the sale of goods to organizations on the installation that are authorized to resale. Fundraising that does not violate other rules (gambling restrictions, commercial solicitation, etc.) is also permissible in government quarters and privatized housing. Rules on fundraising in the federal workplace are applicable to both contractors and private organizations operating in the federal workplace.

c. Fundraising in support of Army Emergency Relief (AER) and the Combined Federal Campaign (CFC) must comply with the respective Army regulations and are not covered in this regulation.

d. Even though local fundraising rules may not apply to a particular fundraiser, federal and state tax laws may still apply.

1-6. Authorized Local Fundraising.

a. Fundraising conducted by organizations composed primarily of Army personnel, Family members, or Soldier and Family Readiness Groups among their own members, only to benefit welfare funds for their own members, and conducted in accordance with the general provisions of AR 1-10 and this regulation.

b. This includes informal funds, such as cup and flower funds, which must be conducted in accordance with AR 600-20 and AR 1-10.

c. Fundraising for Army museums done in conjunction with private museum foundations must be performed in accordance with AR 1-10, AR 210-22, and AR 870-20. This may include the placement of collection boxes in public use areas of the Army Museum for voluntary donations.

1-7. Authorized non-Combined Federal Campaign Fundraising by Charitable Organizations.

a. Receipt of Funds from CFC. Charitable organizations are entitled to apply to receive financial support from installation activities through the Combined Federal Campaign. National and local charities are generally not authorized to have other fundraisers on the installation, unless renting space at a MWR facility. Additionally, groups which are authorized to fundraise on the installation will not fundraise on the installation for funds to contribute to off-post organizations.

b. There are two authorized exceptions:

(1) The sale of poppies and similar tokens in approved fundraising areas by Veterans' organizations.

(2) The fundraising group is a local unit of a national nonprofit, and the group is composed primarily of soldiers, civilian employees and their family members fundraising for their morale purposes on the installation, during non-CFC and non-AER periods. For example, a troop of Boy Scouts that is composed primarily of Soldiers' and civilian employees' children may seek approval to sell popcorn in an approved fundraising area when there is no conflict with CFC or AER. A troop that is not composed primarily of family members would not be authorized to do so.

c. Collection Boxes for Goods. Commanders and supervisors may authorize the collection of goods, other than money, for charitable causes. If an organization wants to have a canned food drive, an angel tree, or similar collection, the commander may authorize it. Nonmonetary collections will be limited to placing a box or collection bin in a common area pre-approved by the Commander or Supervisor. No government

resources may be authorized to support the effort, and all contributions must be voluntary. Consultation with an Ethics Counselor is required.

d. Religious Fundraising. Fundraising by religious organizations or their affiliates is authorized only in connection with religious services and must be conducted per AR 165–1.

1-8. Ethics Counselor Review. All fundraisers by SFRGs, informal funds, and similar entities must receive an Ethics Counselor review. Ethics Counselors on the installation are appointed by the Staff Judge Advocate. An Ethics Counselor will review all fundraisers by private organizations on the installation. Ethics Counselors are not permitted to advise on state and federal tax implications.

1-9. Voluntary Participation. Other than fundraising for which official support is authorized in accordance with AR 1-10 (CFC and AER), all fundraising support must be totally voluntary. No Soldier may be required to participate in fundraising activities. Doing so violates the punitive provisions of the Joint Ethics Regulation (JER).

1-10. Political Fundraisers. Political fundraisers are prohibited in all areas of the installation, including MWR facilities. Additionally, official endorsement or support of political fundraising is prohibited.

1-11. Commercial Fundraisers. Commercial organizations are not authorized to solicit or sell their goods on Fort Sill, to include in government quarters and privatized housing, except in response to specific invitations from individuals located on the installation or as MWR or AAFES concessionaires, unless they have previously received a solicitation permit from the installation. Any commercial sales agent found on the installation without a valid solicitation permit is subject to removal and possible prosecution for trespassing.

1-12. Door-to-Door Fundraising. Commercial door-to-door sales to individuals in government quarters and privatized housing, as well as sales to individuals in the federal workplace, are generally prohibited unless they comply with Fort Sill Regulation 210-4. However, supervised minor children who reside on the installation and are fundraising for charitable organizations such as Boy Scouts, Girl Scouts, band, or other school-related activities or similar charities, may sell door-to-door in government quarters and privatized housing areas between the hours of 10 a.m. and 6 p.m. (except for Sunday) with prior parental permission and supervision so long as the sales comply with all privatized housing restrictions.

a. Children who reside off the installation will not solicit door-to-door on the installation, unless they are a member of a private organization that is approved to operate on the installation, are soliciting in benefit of that approved private organization, and the Garrison Commander approved the specific fundraiser.

b. No door-to-door fundraising will be conducted during the Combined Federal Campaign or the Army Emergency Relief Campaign.

c. Residents are encouraged to report unauthorized solicitors immediately to the MP Desk. Violators can be prosecuted in federal court for trespassing.

1-13. Home-Based Businesses. The provisions of this regulation are generally not applicable to Home-Based Businesses (HBBs) unless HBBs are explicitly mentioned. IMCOM OPORD 20-045 contains specific information about HBBs and the information relevant to establishing an HBB on the installation can be found at <https://sill.armymwr.com/programs/home-based-business>. The Garrison Commander may bar the sale of certain items or goods in personal quarters or home-based business products when they are deemed illegal or contrary to Army values.

1-14. Approved Fundraising Locations. All fundraising locations outside the immediate control of a Commander or Director must be pre-approved by the Garrison Commander. The below listed locations are approved fundraising locations by the Garrison Commander. Approval by other DoD officials may be necessary depending on the location or type of fundraising. Organizations may fundraise in the following locations after receipt of all required approval(s):

a. Personal Quarters.

b. Entrances to retail buildings and areas when approved by the building manager, including, but not limited to, the PX, Commissary, Shoppettes, and Snack Bars.

c. MWR-run clubs, eating establishments, golf courses, bowling center, car wash facility, theatre, community pools, Community Activity Center, RECPLEX, and LETRA when approved by the Director, MWR and respective facility manager. See paragraph 1-15 about paid use of MWR facilities.

d. Fort Sill Museum, when approved by the Chief, Museum Division.

e. Old Post Quadrangle, when approved by the Garrison Commander, on a case-by-case basis.

f. Fort Sill Polo Club and Polo Field, when approved by the Garrison Commander, on a case-by-case basis.

g. All other locations only when explicitly approved by the Garrison Commander, on case-by-case basis.

1-15. Paid Use of MWR Facilities. When an organization is having a function in or at an MWR facility, such as the bowling alley, golf course, LETRA, etc., and the organization is paying the fair market value rate for the use of the facility, the use of

the facility is not considered to be official support of the event in the facility.

EXAMPLE: An authorized patron rents the Patriot Club for an event. The Patriot Club charges \$10 per person, but the event host sells tickets for \$15 to cover other costs and raise money for their causes. Because they are paying for the use of an MWR facility and not raising money from the Fort Sill community, the host is not required to comply with all aspects of this regulation. However, rules on catering, signage, commercial solicitation, restrictions on gambling, and some aspects of this regulation and relevant Army regulations may be applicable. Prior to approving such events, facility managers should coordinate with an Ethics Counselor in the Office of the Staff Judge Advocate to ensure the event will not violate relevant laws and regulations, including restrictions on political fundraising or advertising restrictions on government property. Facility managers will coordinate with Public Affairs Office (PAO) on all requests to hold events of a political nature, including appearances by political candidates or elected incumbents.

1-16. Restrictions Applicable to all Fundraising Activity.

a. Continuing Resale Operations are defined as regularly occurring sales of goods or services on post not affiliated with AAFES, the commissary, or nonappropriated fund activities. Authorized solicitations by individuals holding a post solicitation permit are allowed. Unless granted a specific exception, continuing resale operations are prohibited. Contributions to off-post charitable organizations, community organizations, and nonprofits are prohibited, because those organizations are not authorized to fundraise on Fort Sill (other than through CFC); and therefore, fundraising on their behalf on the installation by an approved organization is not allowed.

b. Groups affiliated with the installation, and individuals acting on behalf of such groups, will not fundraise off the installation in any capacity that associates them with the installation or the Department of the Army. Solicitation for funds or donations in an official capacity is a punitive offense under the Joint Ethics Regulation.

c. Groups will not seek donations from businesses. Unsolicited donations or gifts will be processed in accordance with AR 1-100.

d. Only the Installation Morale, Welfare and Recreation Fund (MWR) is authorized to solicit businesses for commercial sponsorship of MWR activities. Additionally, only MWR may enter into commercial sponsorship agreements. Solicitation by other groups on the installation inhibits the effectiveness of the MWR Commercial Sponsorship Program and violates the restriction on competition found in DODI 1000.15 and AR 215-1.

e. Groups will not knowingly solicit any enlisted Soldier in an initial entry training status or solicit in any training areas during training.

f. No IET Soldiers will be directed to participate in, or make purchases at, fundraising activities conducted in the brigade, battalion, or company area, or in any training area.

g. No fundraising activities that directly involve IET Soldiers, as primary or sole customers, may be conducted during the training cycle by IET units, informal funds, or family support groups/private organizations associated with IET units. These fundraisers are authorized at Family Day and Graduations. Family members may purchase items during SFRG fundraisers.

h. Initial Entry Training Soldiers cannot be the sole or primary customers of special morale, welfare, and recreation events (for example, summer concert series). This does not prohibit the patronage of traditional installation recreation services such as the bowling alley, outdoor recreation, and the movie theater.

i. On a voluntary basis, IET Soldiers may contribute to officially authorized campaigns, such as the Combined Federal Campaign, Army Emergency Relief Fund, and chapel offerings.

j. DODI 1000.15 prohibits private organizations from competing with AAFES or the Installation Morale, Welfare, and Recreation Fund.

k. Groups will not engage in the sale or resale of alcoholic beverages.

l. Groups will not conduct raffles, lotteries, or any form of gambling prohibited by Oklahoma or federal law. Silent auctions, door prizes, and opportunity tickets are permissible with appropriate approvals.

m. Leave and passes or other official benefits will not be auctioned off, raffled off, etc. Groups are strictly prohibited from offering military benefits to individuals involved in fundraising, such as time off, passes, training holidays, or authorized wear of civilian clothes during the duty day as an incentive or reward for their donation or participation in fundraising. Government property will not be sold or rented to raise money for any group. Official positions will not be offered for a price, i.e., "Commander for a Day."

n. Groups are prohibited from fundraising on behalf of a group that is not eligible to fundraise on Fort Sill. Money from approved fundraising activities will not be donated to organizations that are not primarily composed of Soldiers, DA civilians, and their family members. This includes requests from off-post civilian organizations such as youth groups, schools, churches, civic clubs, and charitable organizations.

o. Groups will not sell, or offer on a donation-only basis, prepackaged snacks, sodas, or meals on a continuing basis. Such sales infringe on the regulatory rights of AAFES and the MWR Fund. There are additional restrictions pursuant to The Randolph-Shepherd Act regarding operation of vending facilities in federal buildings

and priorities for licensed, blind vendors. The Garrison Commander may grant an exception to this prohibition only with AAFES and Director, MWR concurrence.

p. Groups will not serve (whether the items are for sale or given in exchange for a donation) any hot food items prior to receiving written approval from Preventive Medicine Service, MEDDAC. Their approval is required for the sale of food such as hot dogs, hamburgers, chili, egg rolls, etc. This approval is not required for baked goods or single-serving commercially packaged foods. Groups that contemplate serving food of this nature for fundraising purposes should coordinate with the Environmental Health Officer, Preventive Medicine Department, MEDDAC, 442-0160, at least 1 month prior to the event to allow time for training of food handlers. Additionally, when food is prepared at home, the public should be warned that the food for sale has been prepared at home. A list of ingredients used in preparing the food should be available for the buyer to inspect. Noncompliant organizations should expect that their request to serve this type of food will be denied by the command.

q. Fundraising groups will not sponsor or conduct car washes outside of an approved car wash facility on the installation due to federal and Oklahoma environmental constraints.

r. If approval is obtained from the MWR Director and AAFES, fundraising groups may operate concession sales at MWR special events, such as lawn concerts, Oktoberfest, etc. Application will be made through use of the appropriate form in the appendices.

s. Fundraising groups may participate in the post-wide garage sales, with appropriate approvals.

t. Only Fort Sill business activities (clubs and snack bars) will conduct food and beverage catering services in Fort Sill MWR facilities. Fundraising groups using MWR facilities for catered events will use MWR business activities for their functions. The introduction of food and beverage products or services into MWR facilities by "outside" agencies is prohibited. This includes donated items from outside vendors to individuals, units, and organizations. This policy does not preclude units, organizations, and authorized patrons from conducting "Potluck" events in selected MWR activities such as the Fort Sill RecPlex and those facilities that do not sell food and beverage items.

1-17. Taxes. All organizations discussed herein are responsible for ensuring compliance with federal and state laws on sales taxes, income taxes, and any other taxes. Fort Sill and Department of the Army accept no responsibility for an organization's noncompliance with any tax laws.

1.18. Points of Contact. Fundraising POCs are listed in appendix B.

Chapter 2

Soldier and Family Readiness Group Fundraising

2-1. Concept and Purpose of SFRGs.

a. Unit SFRGs act as an extension of the unit command in providing official and accurate command information to Soldiers and their Families. SFRGs connect Soldiers and Families to the chain of command and provide support between the command and SFRG members as well as community resources and a network of mutual support.

b. SFRGs are not organized for the purpose of raising money. An SFRG may conduct limited fundraising in support of legitimate family readiness activities in compliance with the SFRG SOP. An SFRG may maintain one SFRG informal fund. The balance may not exceed \$10,000 at any time each year unless the Brigade Commander grants an exception to policy for up to three months in compliance with AD 2019-17.

c. SFRG funds raised outside the installation may be considered by the IRS or State to be taxable income to the SFRG. SFRGs are absolutely prohibited from fundraising outside the installation and may not use any funds for any purposes not consistent with the SFRG's official mission. Failure to comply with this regulatory requirement may subject the SFRG to losing fundraising privileges on Fort Sill.

2-2. Responsibilities.

a. Soldier and Family Readiness Group Fundraising Coordinator. MWR will appoint, in writing, a SFRG Fundraising Coordinator to assist SFRGs in staffing fundraising requests for approval.

b. Commanders at all Levels. Ensure SFRG compliance with this regulation. Brigade Commanders are delegated the authority to approve SFRG fundraisers that are in their unit areas (after consultation with the Ethics Counselor). Even for fundraisers within the unit footprint, concurrences required by this regulation must be received.

c. Unit Commanders will –

(1) Review SFRG financial reports and ensure compliance with the income and asset limitations prescribed by all relevant regulations and policies.

(2) Ensure SFRG communication with higher headquarters for the purpose of coordinating SFRG activities at all levels and addressing SFRG concerns.

(3) Ensure SFRG complies with tax laws as required.

d. Ethics Counselor. Appointed by the Staff Judge Advocate and required by JER 3-210a (6) to provide legal advice on fundraiser requests.

e. SFRG members –

(1) Organize and operate the SFRG with unit support.

(2) Provide the commander with feedback to ensure that the SFRG is working efficiently and effectively.

(3) Comply with the provisions of this regulation.

f. Treasurer/Fund Custodian. Serves as the primary fund custodian for the SFRG. The Commander must also designate an alternate fund custodian or treasurer. The Treasurer's duties include:

(1) Responsible for fund custody, accounting, and keeping accurate records of SFRG funds.

(2) Arranges for regular and change of custodian audits.

(3) Attends Soldier and Family Readiness Group meetings.

(4) Provides monthly and yearly reports and as requested to the unit commander; and yearly to the first O-6 commander or designee in the unit's chain of command no later than 30 days after the end of the calendar year.

(5) Provides timely and accurate financial reports to the SFRG leader.

(6) Establishes and maintains an SFRG checking account or cash box as applicable.

(7) As the Fund Custodian, the Custodian or his/her alternate, may be personally liable and responsible for losses and any misuse of funds. SFRG funds are not Army funds, and the Army assumes no responsibility for SFRG liabilities.

2-3. Uses of SFRG Informal Funds.

a. In some circumstances, appropriated funds are authorized for SFRG official activities. Authorized expenditures are detailed in AD 2019-17 and other relevant Army Regulations and policies. In other cases, when APFs are not authorized, SFRG informal funds may be used so long as the expenditure is consistent with the SFRG SOP, all Army Regulations, policies, JER, and local regulations and policies.

b. SFRG informal funds must be used for SFRG mission related purposes. Such funds should equitably benefit all SFRG members and should not benefit specific ranks or classes of individuals within the SFRG.

c. SFRGs are automatically tax exempt. So long as their activities are related to the SFRG's mission as defined in Army Regulation and AD 2019-17 they do not need to apply for tax exempt status.

d. SFRGs are not equipped to handle the complete tax ramifications and stringent accounting requirements that can result from excessive fundraising or fundraising for purposes outside the SFRG's mission. When an SFRG raises money outside of the installation and/or to defray costs of events that are outside the SFRG's tax-exempt purpose, the funds raised may be considered income to the SFRG/members, and therefore potentially taxable by the IRS.

2-4. SFRG Fundraisers.

a. SFRG requests to fundraise in areas internal or external to their unit footprint will be submitted through the chain of command to arrive at the appropriate approval authority no later than 30 days prior to the proposed fundraiser. Electronic requests are preferred for ease of coordination. Fort Sill Form 608 can be found on the installation's forms website at www.army.mil/usag/forms.html.

(1) Fundraisers within the Unit Footprint. SFRG fundraisers earning money by conducting fundraisers within the unit footprint may be approved by the Brigade-level Commander with the concurrence of an Installation Ethics Counselor and other agencies as appropriate based on the product or service offered. These fundraisers will be coordinated through the SFRG fundraising coordinator and copy provided for file of the approved event.

(2) Fundraisers Outside the Unit Footprint. The Garrison Commander is the approval authority for all SFRG fundraisers conducted outside a unit's brigade area, with the concurrence of the Installation Ethics Counselor and other entities as appropriate based on the product or service offered. If Garrison Commander approval is required, Battalion Commander and Brigade Commander endorsements/concurrences must be on the fundraising form prior to submission for staffing. These fundraisers will also be coordinated through SFRG fundraising coordinator.

b. Written or electronic approval from the facility manager is required for the use of an installation facility (e.g., bowling alley, AAFES Mall, etc.).

c. Commanders may permit SFRGs to hold fundraising events in unit common areas such as community support facilities, day rooms, and break rooms. Fundraising may not be conducted in work areas.

d. SFRGs must not solicit contractor or contractor employees. Contractors or contractor employees are not authorized participants in SFRG fundraisers.

e. Commanders may inform the unit of an SFRG fundraiser during a unit formation or via official email, only when the communication is compliant with AR 1-10.

f. If early release of Soldiers to support an on-post fundraiser is Command initiated, all Soldiers (regardless of whether they participate in the fundraiser) must be released early and participation at the fundraiser must still be voluntary.

Chapter 3 Unit Informal Funds

3-1. Unit Informal Funds Authority. Unit informal funds, as permitted by AR 600-20, paragraph 4-20, are authorized to conduct limited and approved fundraisers on the installation. Unit informal funds exist solely to provide benefits to the personnel associated with the unit and their family members. Examples of informal funds are cup and flower funds, baby gift funds, hail and farewell funds, graduation dinner funds, St. Barbara's Day Ball Funds, coffee funds, and picnic funds.

3-2. General Rules.

a. Informal funds will not engage in any fundraising activity in the federal workplace.

b. Unit informal funds may fundraise in a non-duty status in non-workplace areas of the installation with appropriate approvals. Brigade commanders may approve fundraisers within unit area. The Garrison Commander approves all fundraisers conducted outside unit area. Ethics Counselor coordination is required, regardless of the approval authority.

3-3. Tax Implications.

a. A unit informal fund operating within regulatory bounds and in compliance with its SOP is tax-exempt. If funds exceed \$5,000, a unit informal fund must apply for formal tax-exempt status to be considered tax exempt.

b. The IRS permits tax-exempt organizations to earn up to \$1,000 in unrelated business income (UBI) from persons outside their membership in any calendar year without payment of taxes. Unrelated business income is income produced to support activities outside the scope of the informal fund's mission or from outside the "for our own, by our own" community.

c. Informal Funds are not equipped to handle the legal ramifications that excessive fundraising can entail. Attorneys within the Fort Sill Office of the Staff

Judge Advocate cannot provide tax advice for informal funds and the fund must retain a private accountant or attorney.

Chapter 4

Private Organizations

4-1. General.

a. Private organizations (POs) may be authorized to exist on the installation with the consent of the Garrison Commander. Fundraisers for private organizations will be approved using Fort Sill Form 610.

b. Each officer of an on-post private organization should read and agree to comply with DOD Instruction 1000.15, Private Organizations on DOD Installations, AR 210-22, FS Regulation 210-4, and Fort Sill Regulation 210-56. Organizations applying for permission to operate on Fort Sill should certify that all officers are familiar and agree to comply with all relevant regulations, policies, and instructions, and that all newly elected officers will become familiar with the instruction and regulation.

c. Army Regulation 210-22 details the required documents submitted with a private organization's request to operate on the installation. Approvals to operate are for two years unless sooner revoked.

d. Revalidation requests must include any changes from the packet submitted for its initial approval to operate on the installation.

e. Submit applications for approval of a private organization to operate on Fort Sill to Directorate of Morale, Welfare, and Recreation. ATTN: Private Organization Coordinator, Post Office Box 33007, Fort Sill, OK 73503

f. Private organizations conducting fundraisers in federal buildings may not conduct gambling events to include 49'er parties, Monte Carlo Nights, bingo, or lotteries. Private organizations may not sell chances to win prizes; however, such chances may be given away in the form of opportunity tickets.

g. Private organizations will comply with all Federal, State, and local tax laws and codes. (The PO will contact the proper tax officials to ensure compliance with all tax laws and will obtain private counsel when such assistance is needed.)

h. Private organizations wishing to incorporate should apply to the Secretary of State for Oklahoma.

i. Private organizations that are not primarily composed of Soldiers, DA civilians, and their family members, generally will not be approved to operate on Fort Sill.

4-2. Fundraisers.

a. **Logistical Support.** Paragraph 3-211 of the Joint Ethics Regulation (JER) generally prohibits official support to non-Federal entity fundraisers, including membership drives. Events which are not raising funds may receive official support only when in compliance with AR 210-22 and the JER. Logistical support, if requested, is considered on a case-by-case basis. If logistical support is approved on a reimbursable basis, send an approved copy of the fundraising request to Directorate of Public Works, Business Management Division, for billing purposes.

b. **Fundraiser Request Form.** Private organizations must submit a request to the PO coordinator to conduct fundraising or special events a minimum of 45 days prior to the event. Request must include type of event, date, time, proposed location, and point of contact with email address and phone number.

c. **Commercial Sponsorship Prohibited.** Under Army regulations, on-post commercial sponsorship is limited to MWR programs and events only. Private organizations are not authorized to solicit for commercial sponsorship or to accept unsolicited commercial sponsorship for an on-post fundraiser or special event. Commercial sponsorship is defined as an act of aiding, funding goods, equipment, or services to a MWR program(s) or event(s) by an individual, agency, association, company or corporation, or other entity (sponsor) for a specific (limited) period in return for public recognition or opportunities for advertising and other promotions.

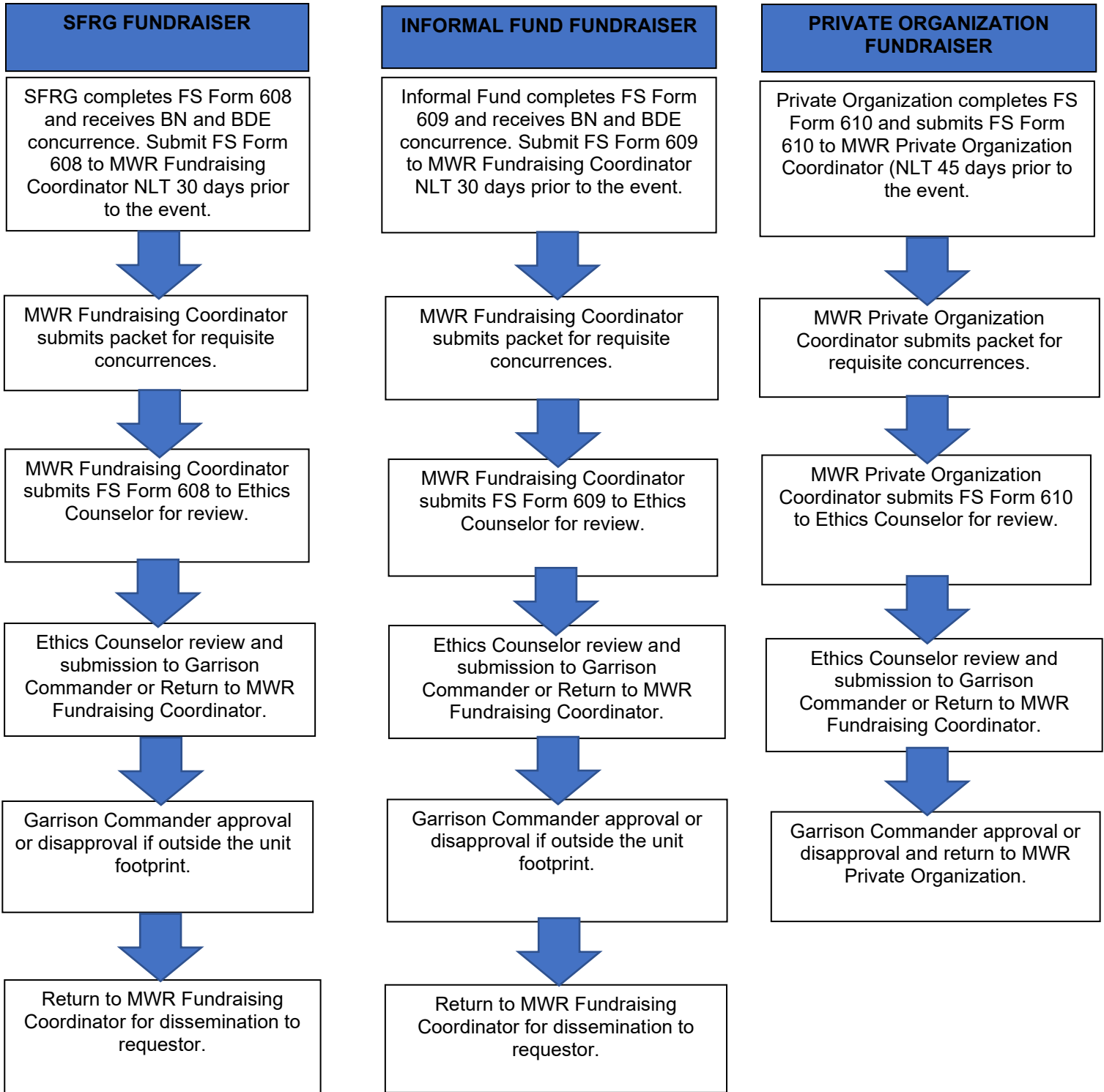
d. **Food Handler Training.** If the event will involve serving of hot food items, the organization must also contact the Environmental Health Officer at Preventive Medicine, MEDDAC, to set up training for food handlers.

e. **Signage.** Private organizations are not allowed to authorize the posting of commercial ads and/or signage at events except when the PO is paying to rent an indoor MWR facility, and the event is not open to the public. Private organizations are not allowed to authorize their approved donors to collect names for any purpose or to conduct or solicit business during the event.

f. **Off-Post Charities.** Private organizations are generally prohibited from fundraising on the installation to benefit civilian charities or off-post civilian organizations. Those organizations are eligible to receive funds through the Combined Federal Campaign.

g. **Approval Authority.** The approval authority for on-post fundraisers hosted by authorized private organizations is the Garrison Commander.

**Appendix A
Fundraiser Approval Process Flow Chart**



Appendix B References

Section I Required Publications

AR 1-10

Fundraising Within the Department of the Army (16 December 2022)

AR 210-22

Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations (12 May 2022)

AR 600-20

Army Command Policy (24 July 2020).

DoDD 5500.7-R

(Joint Ethics Regulation)

DODI 1000.15

Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations (24 October 2008)

Section II Related Publications

AR 40-5

Army Public Health Program (12 May 2020).

AR 165-1

Army Chaplain Corps Activities (23 June 2015)

AR 215-1

Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities (24 September 2010)

TRADOC REG 350-6

Enlisted Initial Entry Training Policies and Administration (8 December 2022)

United States Code, Title 26, §501

Internal Revenue Code

TB MED 530

Tri-Service Food Code (1 March 2019)

ACO 252:605-1

Oklahoma State Regulation on Discharge of Wastewater (2 October 2000)

Section III

Prescribed Forms

Fort Sill Form 608

Fort Sill Form 609

Fort Sill Form 610

**Appendix C
Fundraising Points of Contact**

Garrison Commander	580-442-3106
Director of Morale, Welfare, and Recreation	580-442-3001
Ethics Counselor	usarmy.sill.id-training.mbx.sja-administrative-law@army.mil
Private Organization Coordinator /Fundraising POC/SFRG Fundraising Coordinator	580-442-3113
Preventive Medicine	580-442-3175
AAFES Manager	580-248-7006
Commissary Manager	580-442-3601, extension #3122
Post Safety	580-442-4466

Appendix D
Sample SFRG SOP

Office Symbol

Date

MEMORANDUM FOR Leaders, Soldiers, and Family Members of [INSERT UNIT INFORMATION]

SUBJECT: Soldier and Family Readiness Group (SFRG) and Informal Fund Standard Operating Procedures.

1. **References.**

- a. Army Regulation (AR) 600-20 (Army Command Policy).
- b. AR 210-22 (Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations).
- c. AR 1-10 (Fundraising within the Department of the Army).
- d. Army Directive (AD) 2019-17, (Changes to the Soldier and Family Readiness Group Program).
- e. USAFCOEFS Regulation, 608-2 (Fundraising).
- f. HQDA EXORD 233-19, Army-wide Implementation of the Soldier and Family Readiness Group, December 2019.

2. **Purpose.** To provide guidance for sustaining SFRG activities and maintaining an informal fund within [INSERT UNIT NAME]. The primary goals and expectations of this SFRG are to:

- a. Act as an extension of the unit command in providing official and accurate command information to Soldiers and their Families;
- b. Connect Soldiers and Families to the chain of command and provide support between the command and SFRG members;
- c. Connect SFRG members to available on-and off-post community resources, and
- d. Offer a network of mutual support.

3. **Responsibilities.**

a. **Commander.**

- (1) Understands that the SFRG is a command function.
- (2) Will ensure that all SFRG functions follow all the latest regulations, directives, and other relevant information.
- (3) Facilitates systems of mutual assistance and a network of communication.
- (4) Will ensure that this SOP contains an up-to-date alert roster and communication procedures.
- (5) Will ensure that the focus on social activities and fundraising is not the primary focus of the group's activities.
- (6) Will appoint, in writing, key representatives of the SFRG including the Fund Custodian, Alternate Fund Custodian, and Command Family Readiness Representative.
- (7) Encourages or mandates that the appointed SFRG representatives complete training modules on ALMS or other training available.
- (8) Will ensure that the SFRG events focus on building cohesive teams.
- (9) Anticipates and addresses the needs of the Soldiers and their families through orientation programs, SFRG newsletters, briefings, handbooks, and utilization of social media.
- (10) Provides appropriated funds in support of permitted expenses of the SFRG (paper and printing supplies for a newsletter, mailing, administrative supplies, and space for meetings). Appropriated funds will not be utilized for social activities or fundraisers.
- (11) Will promote unit readiness events and activities.
- (12) May recruit volunteers as needed to support SFRG activities, IAW AR 608-1, Chapter 5.
- (13) Will promote holistic health and fitness by engaging local support agencies both on and off post; and
- (14) Completes audits of the SFRG Informal Fund annually.

b. **Command Family Readiness Representative.**

(1) Will assist the commander in executing the essential elements of the SFRG. The CFRR is the key integrator between the Command and Soldiers/Families.

(2) May be a rear detachment commander or equivalent or a non-commissioned officer in the grade of E5 and above.

(3) Establishes and executes communication plans/strategies IAW Commander's objectives.

(4) Must maintain current email/communication rosters to pass information from the Command to SFRG Members.

(5) Informs commanders of known SFRG issues.

(6) Coordinates and communicates SFRG events; and

(7) Serves as the Volunteer Management Information System (VMIS) Unit OPOC for all SFRG volunteer activities.

c. Fund Custodian.

(1) Must adhere to the informal funds policy IAW AR 600-20 and as set forth in this SOP.

(2) The primary and alternate fund custodian may be a Soldier but may not be the unit commander, first sergeant, contractor, the SFRG Command Family Readiness Representative, or the SFRG Leader.

(3) Must, at a minimum, receive informal fund training and additional training as needed.

(4) Maintains, accounts for, and documents spending of the SFRG informal fund.

(5) Provides the commander with financial reports, at least annually, upon change of Fund Custodian, and upon change of Commander.

(6) Ensures that use of the SFRG fund is limited to expenses that support the purpose and mission of the SFRG, and that the money will not be spent in a way that appears to be improper or contrary to Army interests

(7) Will not be scheduled to deploy for more than 30 days within a 12-month period.

(8) Will be liable for any loss or misuse of funds.

(9) Will open a bank account, under the SFRG's name, that does not bear interest or dividends, with a letter from the commander designating who may draw checks on the account. _____ is/are authorized to draw checks on the account.

(10) The bank may require an Employer Identification Number (EIN) which may be obtained at [HTTPS://WWW.IRS.GOV/BUSINESSES/SMALL-BUSINESSES-SELF-EMPLOYED/APPLY-F OR-AN-EMPLOYER-IDENTIFICATION-NUMBER-EIN-ONLINE](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online). When applying for EINs, fund custodians should select "Government, Federal/Military" legal structure option and indicate that the EIN is being sought for "banking purposes" only; and

(a) Application for an EIN requires the applicant to provide his/her own Social Security Number. When the individual leaves the SFRG, he or she must submit an IRS Form 8822-B to remove his or her name from association with the EIN.

(b) Following these steps will allow the EIN to remain the same, but the name associated with the EIN will change. The completed form can be faxed to 1-855-214-7520 or mailed to IRS (Mail Stop #6273), Ogden, Utah 84201.

(c) This change takes approximately 5-6 weeks. The unit should receive a letter confirming receipt of the updated information. This needs to be kept on file.

(11) Will immediately report any irregularities with the account.

d. SFRG Leader.

(1) Represents the SFRG along with the Commander at Battalion-level SFRG steering meetings.

(2) Serves as a liaison between SFRG Members and the Commander/Command Family Readiness Representative.

e. SFRG Volunteers.

(1) Will be appointed by the Commander. Copies of appointment letters will be forwarded to the Command Family Readiness Representative/OPOC.

(2) Will in-process with the Command Family Readiness Representative/OPOC and register as statutory volunteers in the Volunteer Information Management System (VMIS).

(3) Will be provided with a job description and volunteer service record by the Command Family Readiness Representative/OPOC through VMIS; and

(4) Will ensure, in coordination with the Commander, that all volunteer hours are submitted monthly to VMIS.

4. **SFRG Meetings.** SFRG Meetings will be held _____ per month at [Insert Location and Time]. Purposes of the meetings include but are not limited to:

a. Disseminate important command information about upcoming events, distribute updated calendars, etc.

b. Welcome new SFRG Members.

c. Review SFRG informal fund status; and

d. Plan and coordinate future SFRG activities or functions.

5. **SFRG Informal Fund.** The SFRG Fund is considered an informal fund. Use of the fund is limited to expenses that support the purpose and mission of this SFRG. It will be used for activities that support the entire group rather than specific individuals. The fund will not be spent in any way that appears to be improper or contrary to Army interests. SFRGs are not established solely to raise funds, solicit donations, or manage large sums of money and as such fundraising is not the primary focus of the group's activities.

a. Any disbursement of funds will first be approved by the SFRG members. [Unit will insert specific procedures for approval of expenditures here]. This approval needs to be captured in writing, in MFR format or something similar.

b. The fund's purpose and function are to provide support and recognition to the SFRG members during the following life events: (1) Births, (2) Birthdays, and (3) Post-Deployment Recognition as well as to host activities that benefit the entire membership to enhance Soldier and Family camaraderie, relieve stress, and reduce feelings of anxiety and isolation.

c. UNAUTHORIZED expenditures of SFRG informal funds include purchasing items or services that should be paid for with appropriated funds (Government supplies and equipment, postage for official command communication), purchasing traditional military gifts such as Soldier farewell gifts, donating to a charity, or providing financial assistance to an SFRG member in need.

d. SFRG informal funds shall not be deposited or mixed with appropriated funds, unit MWR funds, the unit's cup and flower funds, or any individual's personal funds.

e. SFRG informal fund balance shall not exceed \$10,000 at any given time in a calendar year from all sources. Brigade or equivalent commanders have the authority to grant an exception for an increase of up to \$25,000, but only if this complies with local regulation.

f. Only one informal fund may be maintained; and

g. This SFRG informal fund is for the benefit of its members only and is established exclusively for charitable purposes and to provide support to Soldiers and family members as the Soldiers and Families adapt to Army life. It is not an instrumentality of the United States.

7. **Fundraising.**

a. External fundraising outside of the installation is not permitted. This includes advertising fundraising events on public websites, where individuals off the installation not associated with the unit can contribute.

b. Internal fundraising may be conducted, in compliance with AR 600-29, DoD 5500.7-R, and USAFCOEFS Regulation 608-2. The SFRG may officially fundraise internally from its own community members or dependents, and from all persons benefiting from the SFRG. Contractors cannot be solicited and the SFRG shall not accept donations from contractors. The SFRG may fundraise across the installation so long as the entire installation benefits from the SFRG.

c. All fundraising activities, regardless of location, will require an ethics opinion from an Office of the Staff Judge Advocate Ethics Counselor. Fundraising requests must be submitted on the requisite FS Form 608-2 to Mr. Jones at DFMWR at darryle.l.jones4.naf@army.mil and the Administrative Law Division at usarmy.sill.tradoc.mbx.sja-adlaw-inbox@army.mil.

d. A risk assessment plan is required by the Fort Sill Safety Office prior to scheduled large events. The risk assessment will be written and will include countermeasures for each risk identified. The risk assessment will include all potential hazards to all personnel, property, equipment, moving parts, fuels, compressed gases, flammable liquids, chemicals, poisons and pesticides, water sanitations, slips, falls, entanglements, and fires. The unit commander will review and approve the risk assessment before it is provided to the Fort Sill Safety Office.

8. **Solicitation and Donations.** Solicitation of donations and gifts are prohibited in accordance with AR 1-100.

a. The SFRG may not unilaterally accept unsolicited donations from commercial sources. If an unsolicited gift or donation is offered, immediately consult an OSJA Ethics Counselor at usarmy.sill.tradoc.mbx.sja-adlaw-inbox@army.mil. An OSJA Ethics Counselor will provide a review and explain the proper steps if the gift or donation may be accepted as a gift to the Army in accordance with AR 1-100.

b. SFRGs may not enter into commercial sponsorship agreements. Commercial sponsorship is the 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.

9. **SFRG Newsletter.** The SFRG will publish a newsletter once per month (or as decided by Commander). The newsletter will be distributed [in print, via email, by mail] to the unit's SFRG membership. The goal of the newsletter is to disseminate important family readiness and command information to Soldiers and Family Members within the unit.

a. Prior to mailing, the commander will apply the following guidelines to determine whether the content of the newsletter is "official" to utilize appropriated funds:

(1) Information related to unit mission and readiness, including family readiness.

(2) Information which is educational in nature designed to promote informed, self-reliant Service Members and families; and

(3) Information regarding Service Members and families which promote unit cohesion and helps strengthen the ongoing spirit among family members within the unit.

b. If the newsletter's purpose is to communicate social activities or appears to endorse or promote a non-Federal entity, appropriated funds SHALL NOT be utilized to fund the newsletter production or dissemination costs.

10. **Government Vehicles.** The unit commander may authorize the use of Government vehicles to support official SFRG activities when:

a. It has been determined that the use of the vehicle is for official purposes and that failure to provide such support would have an adverse effect on the SFRG mission.

b. The driver has a valid and current license to operate the vehicle, and all other regulatory requirements regarding the use of Government vehicles have been followed.

c. The use of the vehicle can be provided without detriment to the accomplishment of the unit's mission; and

d. The authorization to drive a government vehicle will be included in the volunteer's position description. Only statutorily registered volunteers will be authorized to drive a government vehicle; and

e. Government vehicles will not be utilized in support of an SFRG fundraiser.

11. **Roster**. The company telephone/email roster is a vital tool in disseminating information to members of the SFRG. To facilitate phone and email contacts, a SFRG roster consisting of names, addresses, telephone numbers, and email addresses of Soldiers and families within the unit will be distributed to members of the SFRG leadership. Participation must be on a voluntary basis and a Privacy Act statement will be included on the roster. To maintain maximum participation, the purpose of collecting this information will be explained to all Soldiers during their in-processing into the unit and to all family members at an SFRG meeting or welcome briefing. A copy of the roster will be attached as an Appendix to this SOP and will be updated periodically.

12. **Recommendations**. An active SFRG is vital to unit effectiveness. All Soldiers and family members are encouraged to provide feedback and recommendations to improve SFRG operations. Recommendations can be given verbally or in writing to the Commander, Command Family Readiness Representative, or SFRG Leader.

13. The effective date of this SOP is _____.

COMMAND SIGNATURE
COMMAND SIGNATURE BLOCK

Appendix E Template Informal Fund SOP

Office Symbol

MEMORANDUM FOR Insert Unit Information Personnel.

SUBJECT: Cup and Flower Informal Fund Standard Operating Procedure Effective Insert Effective Date.

1. Authority and References.

- a. Army Regulation 600-20 (Army Command Policy).
- b. AR 1-10 (Fundraising within the Department of the Army).
- c. USAFCoEFS Regulation 608-2 (Fundraising).
- d. DoD 5500.7-R, Joint Ethics Regulation.

2. Background. Informal Funds provide an excellent mechanism for Commanders to fund unofficial unit activities that build health morale. When operated properly, informal funds can be a highly effective tool and a significant resource. Command oversight, however, is essential to ensure proper operation.

3. Purpose of the Insert Name of Fund. Here, you will explain for what purpose this informal fund is created. This can be as broad or narrow as you wish. However, any expenditure of the fund must fall within the established purpose. If the fund has a narrowly established purpose, it results in simplified accounting, but the shortcoming is that a unit ends up with several separate funds and results in confusion and inefficiencies. This is at Commander's discretion but cannot conflict with the Joint Ethics Regulation, the Army Values, or any other applicable regulations or statutes.

4. Appointment of a Fund Custodian. In accordance with Army Regulation 600-20, a fund custodian will be appointed in writing by undersigned Commander.

- a. The Fund Custodian shall not be scheduled to deploy for more than 30 days in a 12-month period.
- b. The Commander will also appoint an Alternate Fund Custodian to serve in the Fund Custodian's absence.

c. The Fund Custodian and Alternate Fund Custodian will understand basic ledger accounting and will maintain a copy of this SOP.

d. The Fund Custodian and Alternate Fund Custodian will not be directly in the Command group to avoid perception issues.

e. The Fund Custodian and Alternate will be a Service Member or DA Civilian employee. The Fund Custodian and Alternate shall not be a dependent or Contractor.

f. If appointed as Fund Custodian or Alternate Fund Custodian for this informal fund, the Fund Custodian shall not serve as the Fund Custodian or Alternate Fund Custodian for another informal fund.

g. Once the Fund Custodian becomes aware of a his or her pending transfer or assignment outside of the unit, the Fund Custodian will ensure that the Commander appoints another Fund Custodian to prevent a lapse in time between Fund Custodians. Further, the Fund Custodian will provide an outgoing briefing and all the documents associated with the informal fund to the incoming Fund Custodian prior to departure.

5. Establishing a Bank Account or Cash Box. Select one. If there's a bank account established, fill in the information about the account number, banking institution, etc.

a. Cash Box. A cash box is utilized for small amounts, such as with a coffee or "fridge" fund. The recommended cap for cash boxes is \$250.00.

(1) The cash box must be clearly identified, secure, and accessible only by the Fund Custodian utilizing a lock and key mechanism.

(2) A copy of the SOP will be always kept in the cash box.

(3) The amount of money in the cash box shall not exceed XXX. XX. If the amount will exceed this maximum, a bank account will be established.

b. Bank Account. The Fund Custodian may open a personal account for the fund using his or her own social security number. If the account generates income (interest) the fund custodian would be personally liable for claiming the number of interests. The recommended COA is instead that the Fund Custodian apply for and receive an EIN.

(1) The Fund Custodian may obtain an Employer Identification Number (EIN) at [HTTPS://WWW.IRS.GOV/BUSINESSES/SMALL-BUSINESSES-SELF-EMPLOYED/APPLY-F OR-AN-EMPLOYER-IDENTIFICATION-NUMBER-EIN-ONLINE](https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online). When applying for an EIN, the Fund Custodian shall select "Government, Federal/Military" legal structure option and indicate that the EIN is being sought for "banking purposes" only.

(2) Application for an EIN requires the applicant to provide his/her own Social Security Number. When the individual leaves the unit or will no longer be the Fund Custodian, he or she must submit an IRS Form 8822-B to remove his or her name from association with the EIN. The completed form can be faxed to 1-855-214-7520 or mailed to IRS (Mail Stop #6273), Ogden, Utah 84201. The process can take 5-6 weeks. A copy of the letter confirming transfer must be kept on file at the unit.

6. Maximum Gross Annual Receipts. The IRS does not require properly constituted informal funds, whose gross annual receipts are not more than \$5,000.00 to apply for formal tax-exempt status to be considered tax exempt.

a. "Gross Receipts" is the total amounts the organization received from all sources without subcontracting any costs or expenses.

b. To avoid unnecessary paperwork in having to file for formal tax-exempt status, this fund will have \$5,000.00 or less in gross annual receipts.

7. Requirements for Expenditures. Outline specific procedures that the fund will utilize to make an expenditure from the informal fund. This can include requisite approvals, votes, signatures, MFRs, etc.

8. Documentation Procedures. Detail what documents are required to show activity of the fund. This includes expenditures, events, purchases. Include whether all documents are kept in a hardcopy binder with a scanned copy located on a disc or similar procedures. A hardcopy binder seems to be the most common method.

9. Authorized Fundraising.

a. "By Our Own, for Our Own" fundraising is permitted by Army and Fort Sill Regulation. This is interpreted to encompass the entire Garrison footprint, not just a respective unit.

b. NO OFF-POST FUNDRAISING EITHER THROUGH INTERNET MEANS OR PHYSICALLY OFF OF THE INSTALLATION IS AUTHORIZED.

c. Fundraising shall not occur in the Federal workplace: which is narrowly construed to mean where work is conducted, not the entire building.

d. Funds raised for this informal fund shall not be used for the benefit of other organizations, including charities or other worthwhile causes.

e. Appropriated Funds or government resources shall not be utilized to support fundraisers.

f. When the unit wishes to conduct a fundraiser on the installation to raise funds for this informal fund, the unit POC will complete the Informal Fund Fundraiser Form

found in the FS Regulation 608-2 Appendix. A PDF copy of the request form is attached to this SOP as Annex A. The form will be completed in its entirety including all relevant details of the fundraiser and will be endorsed by the Commander. The form will be forwarded either in hardcopy or via email to the DFMWR Fundraising Coordinator, XXXXXXXXXXXXXXXXXXXX for approval will be staffed at least 30 days prior to the event.

g. Fundraisers outside of the unit footprint require Garrison Commander approval.

h. All fundraisers require Ethics Counselor review.

i. Each fundraiser requires a separate staffing review and approval, including Ethics Counselor review.

j. The fundraiser must occur in a location authorized in FS Regulation 608-2.

k. Fundraising shall be kept to a minimum during the Combined Federal Campaign.

l. Commanders and fundraising organizers shall not:

(1) ask about whether Soldiers or civilian employees choose to contribute.

(2) use figures that purport to represent an individual's fair share contribution.

(3) develop or use lists of contributors or non-contributors.

(4) grant military members special favors, privileges, or entitlements, such as special passes, leave, or wearing civilian clothing as inducements to contribute.

(5) harass an individual through continued discussions, meetings, orientations, counseling, or other means to convince an individual to change his or her decision to give or not give.

(6) make an individual believe that he/she is the only one preventing achievement of a fundraising goal.

10. Gifts.

a. The fund will never accept donations or gifts from prohibited sources, i.e., Defense Contractors.

b. Any gift offered to the fund from an outside source will be processed in accordance with Army Regulation 1-100. When a gift is proffered, the Commander will consult an Ethics Counselor by contacting the Administrative and Civil Law

Division at usarmy.sill.id-training.mbx.sja-administrative-law@army.mil as soon as practicable.

11. Separation of Funds. The funds deposited into this informal fund are completely distinct and separate from any other established informal funds and SFRG funds. The Fund Custodian shall not mix the funds for any reason.

12. Annual Report, Reviews, Audits.

a. The Fund Custodian will annually advise his or her supervisor on the status of the fund, including the current balance, money raised/deposited during the calendar year, and the expenditures of the fund. If the Commander is not the Fund Custodian's immediate supervisor, the Commander shall also be advised on the Fund's status annually.

b. Recommend that other control measures are inserted here in addition to the mandatory annual report requirement set forth in AR 600-20. This could include Commander review within a week following an event or fundraising activity to make sure all expenses are reconciled.

13. This Standard Operating Procedure remains in effect until dissolution of the fund or formal rescission of the SOP, regardless of change of command.

COMMANDER NAME
Signature Block

Glossary

Soldier and Family Readiness Group (SFRG)

A command sponsored organization of family members, volunteers, and Soldiers belonging to a unit that together provide an avenue of mutual support and assistance and a network of communications among the family members, the chain of command, and community resources.

Fundraising

For purposes of this regulation, fundraising is any act of raising money by a group that is receiving some level of official support in its effort.

Informal Fund (IF)

An unofficial fund authorized by the unit commander that is limited in its scope of activities, membership, or funds.

Nonappropriated Funds (NAF)

Cash and other assets received from sources other than Congressional appropriations. Nonappropriated funds are government funds used for the collective benefit of those who generate them. These funds are separate and apart from funds that are recorded in the books of the Treasurer of the United States.

Private Organization (PO)

A self-sustaining non-Federal entity incorporated or unincorporated, which is operated on DoD installations with the written consent of the Garrison Commander or higher authority, by individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the federal government.

Unit Activity Fund

Monetary nonappropriated fund support received through the IMWRF. Installation commanders make the determination on NAF support. Such support will be applied equitably to all units or personnel within the installation. Installation units receiving NAF support are referred to as "unit activities" and are accounted for within the IMWRF.