

26 AUG 2014

TO: US Army Garrison – Redstone Employees

FROM: Garrison Commander

SUBJECT: Installation Fundraising Policy

POLICY: The Garrison Commander must give prior review and approval of all fundraising to be conducted on Redstone Arsenal, Alabama. The authority of review and approval may be delegated no lower than the Director, Directorate of Family and Morale, Welfare and Recreation (MWR).

DISCUSSION: This policy applies to all fundraising on this installation by private organizations, units, and informal funds, to include Family Readiness Groups.

1. Fundraisers are often essential to the success of private organizations and informal funds operating on this installation. In order to establish uniformity in the processing of fundraisers and to ensure regulatory compliance in the conduct of approved fundraisers, all fundraisers will adhere to the following rules.

a. All fundraisers must be approved in advance. Submit all requests to conduct fundraisers to the Installation Private Organization Coordinator located at Building 1500, Weeden Mountain Road, at least 20 working days prior to the intended beginning date of the fundraiser. All fundraisers will include the following information:

(1) Name of the private organization, unit, or informal fund, e.g., Friends of the Infantryman Association; 44th Armor Battalion Family Support Group Fund; D Company, Organization Day Unit fund; and etc. One hundred percent of the unit fundraising proceeds must be brought to the Family and MWR Cashier located at Building 1500 to be deposited/credited to the unit's official Family and MWR Fund Account.

(2) Description of the fundraiser, to include date, time, and location, e.g., bake sale, 10 October 2014, in front of the Exchange; car wash, 15 November 2014, Firestone parking lot; etc. Raffles are strictly prohibited as a part of any officially sanctioned fundraiser.

(3) All events planned in or the vicinity of any Exchange or Commissary facility must be coordinated with and have the advance written approval of the Exchange General Manager or Commissary Officer, whichever is applicable. These events must be facilitated through Family and MWR.

(4) Requests for sports related fundraisers must include a copy of the proposed release and a hold harmless agreement to be signed by each player, coach, and other active participants. A sample of a legally binding release and hold harmless agreement can be obtained from the Private Organization Coordinator. Depending on the type of sport involved, proof of liability insurance may also be required.

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No. 600-7

b. All fundraiser related activities to include planning, publicizing, and conducting the fundraiser, must be done by volunteers on their personal time, e.g., lunchtime, pass, leave, or before or after duty hours, and must be done in public or common areas, e.g., public entrances, exteriors, or foyers of buildings or similar locations. Soldiers will not engage in fundraising activities while in uniform. Fundraising activities will not take place in government offices or work areas. No one will be pressured or coerced into "volunteering" to participate in fundraising activities. Soldiers or Civilian employees who volunteer to participate in fundraisers will not knowingly solicit anyone junior in rank, grade, position, or anyone who makes less pay to contribute to the fundraiser. Commanders, leaders, and supervisors may not use their official position to endorse or give the appearance that they are endorsing a private organization sponsored fundraiser.

c. When reviewing these rules, remember that the purpose is not to hinder fundraising, but to ensure there is a clear line of demarcation between official and unofficial activity and to de-conflict with events occurring on the same date, location, or in direct competition with the Exchange or Family and MWR activities. As a reminder, these rules do not apply to the Combined Federal Campaign (CFC) and the Army Emergency Relief (AER) Campaign. The CFC and AER fundraising campaigns are official activities governed by other rules and are to be coordinated with the appropriate campaign officials.

2. Mr. Derrick E. Gould, Director, Directorate of Family and Morale, Welfare and Recreation has been delegated the authority to approve all fundraising events that comply with this policy. This policy is effective immediately.



WILLIAM L. MARKS, II
COL. LG
Garrison Commander

(IMRE-MW)

MAINTENANCE INSTRUCTIONS: Posted to the Garrison Directive web page and remains in effect until superseded, rescinded, or cancelled.