

Directorate of Family and Morale, Welfare, and Recreation, (845) 938-8455

Fundraiser Request Form

All fundraising on Army installations must comply with Army Regulation 600-29 "Fundraising within the Department of the Army." Army Regulations (AR) can be located at www.apd.army.mil. Additionally, all fundraising requests **must** receive authorization from the Office of the Director of Family and Morale, Welfare, and Recreation **before** conducting the event. Private organizations (POs) are recommended to submit their requests 30 days prior to the date of the fundraiser. If two or more POs are co-hosting an event, it is only necessary to submit one form for the event. It is recommended all POs have the location to their event confirmed prior to submitting their form. A letter of authorization will be released and should be in your possession during your activities. Please submit requests to Ms. Tara D'Amico, Directorate of Family and Morale, Welfare, and Recreation or call 845-938-8455.

The following five types of fundraising activities are authorized within the Department of the Army and must be conducted within the general provisions of AR 600-29:

Type A: Fundraising for the Combined Federal Campaign.

Type B: Fundraising approved by U.S. Office of Personnel Management for an emergency or disaster appeal.

Type C: Fundraising in support of the Army Emergency Relief.

Type D: Local fundraising. Provided no on-the-job fundraising is involved, the following fundraising activities may be authorized locally:

(1) Fundraising conducted by organizations composed primarily of Army personnel or their Family members (including installation Morale, Welfare, and Recreation activities, as provided in AR 215-1), among their own members (contractor employees cannot be members of these organizations), and only to benefit welfare funds for their own members. These organizations also include informal funds such as cup and flower funds, which must be conducted in accordance with AR 600-20. The commanders of Army Commands and the heads of Army organizations may designate areas that are outside the Federal workplace, may support or authorize the support of such fundraising, and may provide limited logistical support (facilities and equipment) in accordance with DOD 5500.7-R. This provision includes fundraising activities such as bake sales, car washes, and other minor events to raise unit funds in support of an organization day or other activities.

(2) Fundraising for Army museums done in conjunction with private museum foundations must be performed in accordance with the provisions of this regulation, AR 210-22, and AR 870-20.

(3) Occasional fundraising in support of Family Readiness Groups in accordance with AR 608-1, command authorization of informal funds in accordance with AR 600-20, and other official fundraising by organizations composed primarily of DOD or DA employees or their Family members when fundraising among their own members or Family members for the benefit of their own welfare funds in accordance with DOD 5500.7-R.

(4) Occasional fundraising in support of on-post private organizations and other limited fundraising activities to assist those in need may be authorized by garrison commanders and heads of organizations. Fundraising in support of on-post organizations must comply with the provisions of AR 210-22. These fundraising activities may include the use of "poppies" or other similar tokens by veterans' organizations, or the placement of collection boxes in public use areas of Federal buildings or installations for the voluntary donation of foods or in-kind items for charitable causes.

Type E: Religious fundraising. Fundraising by religious organizations or their affiliates is authorized only in connection with religious services and must be conducted in accordance with AR 165-1.

Door-to-door solicitation is strictly prohibited. If your fundraiser includes door-to-door solicitation an exception to policy request must be submitted to DFMWR.

FOR MORE INFORMATION, CALL 845-938-8455

POST PRIVATE ORGANIZATION FUNDRAISING REQUEST FORM

Fundraiser Type (circle one): A B C D1 D2 D3 D4 E

Organization/Club/Department Name: _____

POC: _____

Phone number: _____

E-mail: _____

Fundraiser Name: _____

Event Details (please be specific): _____

Expected Number of Participants: _____

Admission/ Registration Fee: _____

Fundraiser Beneficiary: _____

Donation Type: (Please be specific: food, clothing, money, other): _____

Requested Location: _____

Dates/Times: _____

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