



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623 BOX 50
APO AE 09005-9623

AMIM-WBG-ZA

20 August 2024

MEMORANDUM FOR All Organizations Conducting Fundraising Activities within the United States Army Garrison (USAG) Wiesbaden Area of Responsibility

SUBJECT: USAG Wiesbaden Command Policy Letter #13, On-Post Private Organization Fundraising and Other Fundraising Activities

1. References:

- a. Department of Defense Directive (DoDD) 5500.7, Standards of Conduct, 29 November 2007.
- b. Department of Defense Instruction (DoDI) 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations, 24 October 2008.
- c. Army Regulation (AR) 1-10, Fundraising within the Department of the Army, 16 December 2022.
- d. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, 12 May 2022.
- e. AR 215-1, Morale, Welfare and Recreation Activities and Nonappropriated Fund Instrumentalities, 24 September 2010.
- f. AR 600-20, Army Command Policy, 24 July 2020.
- g. Army Europe and Africa Regulation (AEA) 210-22, Private Organizations and Fundraising Policy, 4 April 2022.

2. Purpose: To establish procedures for fundraising on U.S. Forces installations in the USAG Wiesbaden.

3. Scope: This policy is applicable to fundraising activities conducted within the USAG Wiesbaden area of responsibility. It is the responsibility of every Private Organization (PO), unit, or Soldier Family Readiness Group (SFRG) within the USAG Wiesbaden area to adhere to all applicable regulations, host nation laws, and to follow the applicable provisions of the policy.

4. Approval Authority:

AMIM-WBG-ZA

SUBJECT: USAG Wiesbaden Command Policy Letter #13, On-Post Private Organization Fundraising and Other Fundraising Activities

a. POs must have written approval from the Garrison Commander prior to engaging in any fundraising activity. This approval authority is delegated to the Nonappropriated Funds (NAF) Support Chief, Mr. Casey P. Malloy. A legal review is required before any request to conduct a fundraising activity is approved.

b. Battalion-level Commanders or their equivalent may approve SFRG internal fundraising (i.e. participation restricted to members of the SFRG), after consultation with the local ethics counselor.

c. Fundraising internal to a unit amongst its own members for an informal fund established IAW AR 1-10, para. 4-20, may be authorized locally.

d. Other limited fundraising activities within the USAG Wiesbaden area of responsibility will be submitted to the Garrison Commander for approval in the same manner as PO fundraising.

5. Procedures:

a. Requests to conduct fundraisers within USAG Wiesbaden requiring Garrison Commander approval will be submitted to the NAF Support Chief through the Private Organization (PO) Liaison, Ms. Rachel J. Bianculli at usarmy.wiesbaden.id-europe.mbx.private-org@army.mil and will include:

(1) A memorandum addressed to the Garrison Commander requesting approval to conduct a fundraising activity (Encl 1).

(2) The memorandum requesting fundraising approval must include a detailed listing of dates, times, PO designation, scope, and purpose of the fundraiser. Also included must be the Names, phone number(s) and addresses of the primary Point of Contact (POC) and persons responsible for the fundraising event. Unit Commanders must endorse SFRG fundraisers.

(3) A completed USAG Wiesbaden, Family and MWR Fundraiser Application (Encl 2) with approval from the facility manager.

(4) POs must provide a copy of their current liability insurance and the authorization to operate within USAG Wiesbaden.

b. Requests for fundraisers should be made at least 30 days prior to the event. Requests received less than 30 days prior to the event may be denied due to insufficient processing time. A memorandum for a Late Submission Waiver for Fundraiser Request (Encl 3) must be submitted for all requests less than 30 days prior to the event. All requests received less than 10 days prior to the event will be denied.

AMIM-WBG-ZA

SUBJECT: USAG Wiesbaden Command Policy Letter #13, On-Post Private Organization Fundraising and Other Fundraising Activities

c. It is the responsibility of the PO to ensure that their authorization to operate within USAG Wiesbaden is current. Only POs with a valid authorization may conduct fundraisers and only on installations where approval was granted.

d. POs will ensure liability insurance covering their PO activities is in force prior to conducting fundraising or other authorized activities. Neither the United States Government, the Department of the Army nor USAG Wiesbaden will be liable for actions performed by the POs.

e. While conducting the fundraiser, POs must comply with the requirements and restrictions outlined in the DoD Directive 5500.07, AR 1-10, AR 210-22, AEA 210-20, and with all local fundraising policies implemented by the Garrison Commander.

f. While conducting fundraising activities on U.S. Forces installations in Europe, POs must post a copy of the written approval at every fundraising site.

g. POs must post a disclaimer on all promotional items clearly stating that the Department of the Army (DA) does not endorse their organization.

h. POs may not engage in any practice that involves compulsion, coercion, or other activities that are contrary to voluntary participation or giving.

i. POs may only accept donations from individuals who have status under the Status of Forces Agreement (SOFA).

j. POs may conduct fundraising activities only at designated locations on the installations. Fundraising activities are restricted to designated locations on U.S. Forces installations and may not take place in the Federal workplace. The Federal workplace includes areas in the immediate vicinity of Federal employees performing official duties.

k. Procedures for Raffles:

(1) POs may only sell raffle tickets to individuals who have status under the Status of Forces Agreement (SOFA) and who are 18 years of age or older.

(2) Raffle tickets may not be resold or given to other than eligible individuals.

(3) The maximum number of tickets for sale should be stated on the raffle tickets.

(4) POs may not re-sell or raffle off AAFES merchandise, Defense Commissary Agency merchandise, items imported through the Army Post Office or Military Postal System, or items purchased tax-free using a Value-Added Tax form.

AMIM-WBG-ZA

SUBJECT: USAG Wiesbaden Command Policy Letter #13, On-Post Private Organization Fundraising and Other Fundraising Activities

l. POs may not use Government information systems (e.g., computer systems, e-mail, etc.) to support their fundraising activities.

m. Representatives of POs may not state or imply that the Army endorses the PO or any Non-Federal Entity (NFE) that donated raffle prizes or other fundraising merchandise to the PO. POs may not name the donating NFE on promotional materials or displays for the raffle. All promotional items for the raffle or fundraising event must incorporate a disclaimer stating that the Army does not endorse the PO.

n. When the fundraising event includes food sales, POs are required to submit their proposed menu at least 30 days in advance of the event to Family and MWR and AAFES. Family and MWR and AAFES will conduct a review of all menus to ensure there are no conflicts and no direct competition between POs and Family and MWR/AAFES food sales.

o. When the fundraising event consists of food items, a valid ServSafe certificate will be included in the request for at least one of the event supervisors.

p. POs may occasionally fundraise, upon request, IAW AR 1-10, Chapter 1, paragraph (1-8)(d). Occasional has been defined as two fundraiser requests submitted each quarter, or a total of eight fundraiser requests submitted in one fiscal year. Requests that cover a continuous period of time will be seen as one event. Requests that include multiple dates/locations and all with the same fundraiser concept, will be considered as one event.

q. The following exceptions to the policy mentioned in 5p. apply to organizations formed and operated in conjunction with DODDS that operate under the administrative supervision of a school faculty or staff member:

(1) May conduct fundraising events on school grounds or during school activities with the approval of the school principal, without limits on the number of occasions. The school principal must ensure that the funds raised are adequately controlled and used for the purpose stated.

(2) These organizations with clubs that fall under their direct supervision are authorized an additional five fundraiser requests, per fiscal year and per club, that can be held outside of the school grounds.

r. The following exception to the policy mentioned in 5p. applies to all Scouting Organizations: These organizations are authorized an additional five fundraiser requests, per fiscal year and per troop.

AMIM-WBG-ZA

SUBJECT: USAG Wiesbaden Command Policy Letter #13, On-Post Private Organization Fundraising and Other Fundraising Activities

s. Failure to comply with this memorandum will result in revocation of approval to operate within USAG Wiesbaden.

6. The Point of Contact for this policy is Ms. Rachel J. Bianculli, DSN: 548-9124, CIV: 0611-143-548-9124, or email: rachel.j.bianculli.naf@army.mil.



TROY G. DANDERSON
COL, MI
Commanding

3 Encls

1. Fundraiser/Donation Memorandum
2. USAG Wiesbaden, Family and MWR Fundraiser Application
3. Late Submission Waiver for Fundraiser Request

FUNDRAISER / DONATION REQUEST

Private Organization Letterhead

Date

MEMORANDUM FOR the Garrison Commander, USAG Wiesbaden, through Chief,
Nonappropriated Fund (NAF) Support Services, FMWR, Unit 29623, APO AE 09005-9623

SUBJECT: Request for (*indicate type of event*) fundraiser # (*indicate number for current calendar year*)

1. Request the (**Name of PO**) be granted permission to conduct (*indicate the type of event*) in accordance with AER 210-22.
2. The following information is provided:
 - a. The **date, time, and location of the event.** (*If multiple events, repeat as necessary.*)
 - b. Clearly **state the purpose of conducting the fundraiser, and describe in detail how the fundraiser will be conducted.**
3. The following persons will supervise the event:
 - a. **Person – person with food handlers training within last 12 months, if food is involved (include the training expiration date). Certification cannot expire prior to the event date.**
 - b. **Person – person with food handlers training within last 12 months, if food is involved (include the training expiration date).**
 - c. **Person**
4. One person will be utilizing a cash box to collect the money. At the conclusion of the event, the money will be deposited in the (**Name of PO**) bank account.
5. Risk Assessment: (**Describe in detail the risks associated with the fundraiser and the steps the PO will take to address them. Risks to be considered are as follows: food borne illnesses, traffic, personal injury, security due to large crowds, property damage, etc.**).
6. Point of contact is the undersigned (**president's or PO officer's contact information**).

PO Officer's Name and Title
Name of the PO

USAG Wiesbaden, Family and MWR Fundraiser Application

MEMORANDUM FOR USAG Wiesbaden Family and MWR, Chief, NAF Support Services, Unit 29623, APO AE 09005-9623

REQUESTING PRIVATE ORGANIZATION	POINT OF CONTACT FOR REQUEST (NAME & EMAIL)	DATE REQUEST SUBMITTED
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EVENT DETAILS:

TYPE (AER 210-22): What will this fundraiser consist of? What are you selling/how will you be selling these items? (Be specific, use second page if needed)

PURPOSE (AER 210-22): What will any funds raised be used for?

ADDITIONAL MEMBERS INVOLVED IN EVENT SUPERVISION

Main Supervisor:	Name	
	Email	Phone #
Secondary Supervisor:	Name	
	Email	Phone #
Funds Supervisor:	Name	
	Email	Phone #

LOCATION, DATE & TIME (AER 210-22): When & where will this event take place?

Building Name and #	
Date(s)	Time(s)

STATEMENTS OF UNDERSTANDING:

Upon approval of the above mentioned fundraiser, our Private Organization declares,

- All participants will be volunteers, not in military or civilian uniform or participating during duty hours. (AER 210-22)
- The location of this event is not considered a work place, and is located on a U.S. forces controlled installation. (AER 210-22)
- This Organization's liability insurance is valid and the Unit/ Organization is in good standing. (AR 210-22)
- The Organization agrees to reimburse the Army for utility expenses unless use is incidental. (AR 210-22)
- This fundraiser will not consist of the distribution or sale of alcohol. (AR 210-22)
- Money will not be solicited or accepted from HN citizens or other individuals not authorized SOFA status. (AER 210-22)
- Is this event consists of the sale of food items, the organization is required to submit their menu ~30 days prior to FMWR&AAFES.
- The Organization will ensure that this event does not appear to be sanctioned by the DoD, in advertisement or other related event details. Nor will anything or anyone at this event disparage the DoD. (AR 210-22)
- This Organization will comply with all fire and safety regulations, environmental laws, tax codes, and other Host Nation and US statues and regulations. (AR 210-22)
- If this event consists of the sale of food items, a valid ServSafe certificate will be included in this request for at least one of the event supervisors. (Tri-Service Food Code/TB MED 530th, 2-403.11)
- The requesting Organization is primarily made up of Army/DoD personnel. (AR 210-22)

FACILITY / AREA USE COORDINATION

The above named Private Organization requests to participate at your event/ use your facility in order to raise funds for the purpose listed above. This Organization understands that coordination with the Event Coordinator/ Facility Manager does not constitute approval of the event. This coordination assures the Garrison Commander that the Event Coordinator/ Facility Manager can support this request. No advertising shall take place until this event is approved by the Director of Family and MWR.

By signing below you are authorizing this Private Organization to participate in your event / use your facility for the date(s) and time(s) listed above.

The Private Organization will also sign below to assume responsibility for all equipment utilized during the event. Any cause of damages or loss is attributable to an act of commission or omission by the Unit / Organization. This Unit / Organization agrees to assume the cost of repair and or replacement of damaged, lost, or stolen equipment.

TITLE	A. FACILITY MANAGER	B. PRIVATE ORGANIZATION
NAME		
SIGNATURE & DATE		

USAG Wiesbaden, Family and MWR Fundraiser Application (Continued)

ADDITIONAL EVENT DETAILS: *This space can be used to list additional dates, event set-up requirements, and etc. (Attach additional documentation if needed)*

Late Submission Waiver for Fundraiser Request

Name of Private Organization:

Date

MEMORANDUM FOR Chief, NAF Support Services, U.S. Army Garrison Wiesbaden, Mr. Casey Malloy, through FMWR, Private Organizations Liaison, Unit 29623, APO AE 09005-9623

SUBJECT: Request for Waiver – Late Fundraiser/Donation Request Submission

- 1. _____ requests the Chief of NAF Support's approval to submit a Fundraiser/Donation Request, which is less than the 30 days required in USAG Wiesbaden Command Policy Letter #13, On-Post Private Organization Fundraising and Other Fundraising Activities.
- 2. The fundraiser is for a ____ Food ____ Non-Food fundraiser scheduled to take place at _____ on _____, which is ____ days from today.
- 3. The detailed reason this request is late is:
- 4. I understand that this is the ONLY late submission that can be submitted this fiscal year.
- 5. PO Representative Name: _____
 PO Representative Phone Number: _____

Chief, NAF Support Services Decision:

 (Signature) Approve late request _____
 (Date)

 (Signature) Disapprove late request _____
 (Date)

Casey Malloy
Chief, NAF Support