

**United States Army Garrison (USAG) Ansbach
Private Organization (PO) Event and Fundraising Activity Request Form**

Privacy Act Statement

Authority: Department of Defense Instruction 1015.15, Army Regulation (AR) 210-22, AR 1-10, Army in Europe Africa Regulation 210-22.

Purpose: The data provided will be used to document your acknowledgement and acceptance of the requirements regarding fundraising in USAG Ansbach.

Routine Uses: Information may be further disclosed within the Department of the Army to those persons with an official need to know. In addition, this form is subject to the proper and necessary routine uses as identified in the system of records notice specified in the purpose statement above.

Disclosure: Voluntary. However, if you don't provide the data, the request will not be processed.

This request/form will be routed to the Commander, United States Army Garrison (USAG) Ansbach, OPC 454 Box 45, APO AE 09250-9001, for final approval.

1. The following organization requests permission to hold an event and or fundraise.

Date of Request: _____

Organization's Name: _____

What type of event? Please include items/merchandise to be sold and fundraiser purpose if applicable.*

Event Details (date, time, place):

Space Request: Is space or support requested from the USAG Ansbach or another military unit (see AR 210-22, para. 3-3)? If so, describe in detail to facilitate request processing.

2. The following individuals (names, addresses and phone numbers) will supervise this activity and control cash collection records. (Please fill out legibly if handwritten)

Name: _____

CMR Address: _____

Home #: _____

Cell Number: _____

Non-DoD Email: _____

*If the PO is paying for facility support to hold an event at the Von Steuben during non-duty hours and no fundraising will take place, form submission is not required.

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Name: _____
CMR Address: _____
Home #: _____
Cell Number: _____
Non-DoD Email: _____

3. _____
Facility Manager _____ **Date** _____
(Signed by Facility Manager before submitting to DHR, if applicable)

4. _____
Administrative Law Attorney _____ **Date** _____
Request is legally sufficient. Request is not legally sufficient.

5. _____
Director DHR _____ **Date** _____
Concur Non-Concur

6. _____
USAG Ansbach Garrison Commander _____ **Date** _____
Approve Disapprove

Compliance Statement

1. By initialing and signing below, I agree to comply with the following PO fundraising rules for fundraising that occurs on U.S. Forces controlled installations per Army Regulation 210-22, Army in Europe-Africa Regulation 210-22 and the USAG Ansbach Private Organization Standard Operating Procedure. The PO confirms and/or acknowledges specifically that:

a. All Garrison approved fundraising must be restricted to the U.S. Forces-controlled installation and may not take place in the Federal workplace. The Federal workplace includes areas in the immediate area of Federal employees performing official duties.

INITIALS _____

b. Fundraising for approved POs is limited to individuals with SOFA status. Money will not be solicited or accepted from HN citizens or other individuals not authorized SOFA status or individual logistic support (ILS) under AER Regulation 600-700.

INITIALS _____

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- c. Government employees (military and civilian) can raise funds for a private organization in their personal capacity and on personal time, but they may not use their official title, position, or authority to fundraise, nor may they solicit subordinates or prohibited sources.

INITIALS _____

- d. Fundraising methods may not include the resale or other transfer to unauthorized recipients of AAFES merchandise, Defense Commissary Agency merchandise, items imported through an APO or the MPS, or items purchased through the USAREUR individual tax-relief system unless authorized under AE Regulation 215-6 (DOD 1330.17- R, para 4-201; DOD 4525.6-M, para 1.3.18.4; and AR 60-20, para 2-15(b)).

INITIALS _____

- e. The PO is prohibited from engaging in the distribution or sale of alcoholic beverages at any time. See AR 210-22, para. 3-1(d).

INITIALS _____

- f. The PO must obtain written approval for the fundraiser from the garrison commander or his authorized representative and must post the approval letter at the fundraising site. See AER 210-22, para. 15.

INITIALS _____

- g. The event will comply with Host-Nation and US waste disposal requirements. Violators may be subject to financial liability. If disposal assistance is needed, the organization is responsible to request such logistical support on this form.

INITIALS _____

- h. Food Safety: The PO assumes responsibility for food safety. The PO will contact the following offices prior to dispensing food to ensure health/safety compliance and food handler safety training:

INITIALS _____

Veterinary Food Inspection Team (Ansbach):

SSG Schindler, NCOIC, or successor at DSN 314-590-3784 /
+49 06371-9464-3784, DSN 314-590-3783 / +49 06371-9464-3783
or jacquelyn.b.schindler.mil@health.mil.

Preventive Medicine Team (Vilseck):

SSG Zachary Sharp, NCOIC, or successor at DSN 314-590-3986 /
+49 06371-9464-3986 or zachary.d.sharp.mil@health.mil.

PO Authorized Representative Name/Signature: _____