

United States Army Garrison (USAG) Ansbach Fundraising Activity for Soldier & Family Readiness Groups (SFRG) Informal Funds

Privacy Act Statement

Authority: AR 608-1 – Appendix J, AR 1-10, AER 608-2, and AD 2019-17.

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.

1. The following SFRG requests permission to raise funds. All funds raised by this activity will be used/distributed IAW AR 608-1, AR 1-10, AER 608-2, and Army Directive 2019-17.

Date of Request: _____

Organization Name: _____ **TIN:** _____

What type of event? What items(s) or merchandise will be sold?

Event Details (date, time, place):

For what will funds raised be used, and is the use consistent with the SFRG informal fund and SFRG SOP?

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. Most current monthly or quarterly treasure's report and SFRG Checklist are attached to this request. The current bank account balance is \$ _____

3. Year-to-date funds raised \$ _____

(Caveats: Annual income cap is \$10,000 from fundraising, donations & gifts per calendar year)

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4. A fundraising request will be submitted to the USAG Ansbach Directorate, DHR Administrative Services Division, Attn: PO coordinator 30 WORKING DAYS PRIOR TO DATE OF THE EVENT.

5. After-Action Report is recommended to be submitted to the USAG Ansbach Directorate, DHR Administrative Services Division, Attn: PO coordinator, 30 days after completion of event.

6. 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: _____

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

7. _____
Informal Funds Custodian Date

8. _____
Facility Manager Date
 (Signed by facility manager before submitting to DHR, if applicable)

9. _____
Battalion Commander Date
 Approve Disapprove

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

11. _____
DHR Director Date
 Concur Non-Concur (if applicable)

12. _____
USAG-Ansbach Commander Date
 Approve Disapprove (if applicable)

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Fundraising Compliance Statement

1. By initialing and signing below we agree to comply with the following SFRG fundraising rules:

- a. SFRG fundraiser participation is limited to UIF members (contractor employees cannot be members of these organizations), only to benefit welfare funds of their own members. AR 608-1 Appendix. J. Money will neither be solicited nor accepted from host-nation citizens, non-SOFA-status persons or persons not authorized individual logistic support (ILS) under AER 600-700.

INITIALS: INFORMAL FUNDS CUSTODIAN _____ CO CDR _____

- b. **All funds will be accounted for and deposited in the SFRG's non-interest bearing bank account.** The SFRG may not use the fundraiser's proceeds for appropriated fund expenditures nor co-mingle them with personal funds or unit informal fund account.

INITIALS: INFORMAL FUNDS CUSTODIAN _____ CO CDR _____

- c. The SFRG must obtain the battalion commander's written approval, or Garrison Commander approval when outside the unit area and post the approval letter at the event approval AFTER he or she has consulted with the local JAG office. See AR 608-1, Appendix J, AER 608-2, and AD 2019-17.

INITIALS: INFORMAL FUNDS CUSTODIAN _____ CO CDR _____

- d. The SFRG must confine all fundraising activities to the military installation, and fundraising will only take place in approved, designated areas. No fundraising activity will occur in any federal workplace.

INITIALS: INFORMAL FUNDS CUSTODIAN _____ CO CDR _____

- e. The SFRG may not engage in any practice involving compulsion, coercion or activities contrary to voluntary participation or giving. **SFRG personnel are prohibited from engaging in the distribution (i.e. giving away) or sale of alcoholic beverages at any time.** See, AER 215-1, ch. 10, AR 215-8, ch. 11.

INITIALS: INFORMAL FUNDS CUSTODIAN _____ CO CDR _____

- f. The SFRG may not sell or transfer to unauthorized recipients: (1) AAFES or (2) Defense Commissary Agency merchandise, (3) items imported through an APO or the MPS, or (4) items purchased through the USAREUR individual tax- relief system, unless AER 215-6 authorizes.

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- g. Brigade or equivalent commanders have the authority to grant an exception for an increase up to \$25,000 for a period not to exceed 3 months. Brigade or equivalent commanders can renew this exception once every 6 months.

INITIALS: INFORMAL FUNDS CUSTODIAN _____ CO CDR _____

- h. The SFRG's Unit Commander approved the fundraising event, ensuring the Fundraiser complies with SFRG Standard Operating Procedures, USAREUR Regulations, all Army Regulations (notably AR 608-1, AR 215-1, AER 608-2 and AR 1-10) and the Joint Ethics Regulation.

INITIALS: INFORMAL FUNDS CUSTODIAN _____ CO CDR _____

INFORMAL FUNDS CUSTODIAN _____ CO CDR _____

Food Safety Compliance Statements

2. By signing below we agree to comply with the following safety rules when preparing and/or selling food and beverages. These items may be inspected anytime by personnel representing Preventive Medicine, the Vet Clinic, FMWR, Force Protection, Safety, or other agencies for the purpose of increasing food serving safety.

- a. The SFRG will ensure all food handlers have current certification or are within 90 days of expiration of previous certification. The booth leader must review TB MED 530 to understand the requirements to be followed in food safety. The undersigned assumes responsibility for food safety. If time/temperature control for safety (TCS) food will be served, food handlers will have taken the USAG Bavaria Food Handlers course. The undersigned understands she or he should contact the Chief of Environmental Health, USAG Ansbach for food handling questions.
- b. The SFRG will ensure hand washing sinks are located near to production/serving areas and are stocked with soap, paper towels and a trash container. Hand sinks are used only for hand washing purposes, not utensil washing or dish washing.
- c. Hand washing will be done frequently and correctly (after using restroom facilities, before starting to work and when returning from restroom or breaks, after handling raw meat, poultry, seafood and produce, before working with ready-to-eat foods, after coughing, sneezing or blowing nose, after touching hair, face, other parts of body, after eating, drinking and smoking, after cleaning, after handling trash and other contaminated objects).
- d. Gloves will be used when handling ready-to-eat foods without utensils. Not needed when handling raw foods that will be cooked, cleaning or handling trash.

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- e. Foods will be protected from contamination by storing the food in a clean, dry location where it is not exposed to splash, dust, or other contamination. Food will be protected from cross contamination by separating raw animal foods, during storage from raw ready-to-eat foods, cooked ready-to-eat food, and other raw animal foods (such as beef from poultry).
- f. While in storage, refrigerated food products will be maintained at a temperature below 40 degrees Fahrenheit (4.4 degrees Celsius) or below. Food served hot will be maintained at a temperature of 140 degrees Fahrenheit (60 degrees Celsius) or above.
- g. Refrigeration equipment will be maintained at 40°F / 4°C or below.
- h. All food contact surfaces and utensils (including thermometers and knives) will be cleaned and sanitized.
- i. Food will be secured (locked, positive control, seals, etc.) during transport and storage. Access to food storage and preparation area will be restricted from unauthorized personnel. Hazardous chemicals (such as, cleaning/sanitizing agents, pesticides) will be stored in a locked, secured storage area.
- j. All equipment cables and wires will be covered or placed so as not to create tripping hazards. Hot or heavy items will not be placed at the front of the serving area where customers or children may be burned or injured by contact or falls.
- k. Groups will use common sense and inspect their area for hazards and actively look for ways to reduce risks.
- l. SFRG will notify the Ansbach Vet Clinic at 467-3181 or usarmy.ansbach.vtf@mail.mil, NLT 2 weeks prior to the F&B activity so they have the opportunity to conduct an on-site inspection.
- m. 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.

CO COMMANDER _____

Battalion Commander _____