



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT EISENHOWER**  
**307 CHAMBERLAIN AVENUE**  
**FORT EISENHOWER, GEORGIA 30905-5730**

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JAN 14 2025

MEMORANDUM FOR Fort Eisenhower Military and Civilian Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 13 - On-Post Fundraising

1. References:

- a. DoD 5500.7-R, Joint Ethics Regulations.
- b. Joint Ethics Regulation (JER 3-211).
- c. DoD Dir. 1000.15, Non-Federal Entities Authorized to Operate on DoD Installations.
- d. DoD Dir., 5035.1, CFC Fund-Raising within the Department of Defense.
- e. Title 5, Code of Federal Regulations, Part 950, Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations.
- f. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations.
- g. AR 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities.
- h. AR 600-20, Army Command Policy.
- i. AR 600-29, Fund-Raising Within the Department of the Army.
- j. AR 930-4, Army Emergency Relief.
- k. AR 165-1, Chaplain Activities in the United States Army.
- l. AR 608-1, Army Community Service Center.
- m. AD 2019-17, Soldier and Family Readiness Directive

2. Summary: This policy is intended to provide consistent and relatively simple guidelines for the approval and conduct of fundraising activity on the Fort Eisenhower military reservation. It is intended to govern the privilege of fundraising in such a manner

that worthy causes can be supported while minimizing disruption of installation operations. Requests for exception to this policy must be submitted in writing to the Garrison Commander.

3. **Applicability:** This policy applies to fundraising by all organizations and activities operating on Fort Eisenhower, including all other tenant activities and Soldier and Family Readiness Groups (SFRG). This policy provides one source for general guidance on local fundraising. The policies in the References (paragraph 8) are also applicable. Fundraising by off-post organizations and activities is governed by Joint Ethics Regulation, paragraph 3- 211 and other applicable regulations.

4. **Definitions:**

a. "Fundraising" is any activity conducted for the purpose of collecting money, goods, or other support for the benefit of others.

b. Non-Federal Entity (NFE) is a self-sustaining organization, incorporated or unincorporated, that is not an agency or instrumentality of the Federal government. This instruction addresses only those entities that operate on DoD installations with the express consent of the installation commander or higher authority. Membership of these organizations consists of individuals acting exclusively outside the scope of any official capacity as officers, employees, or agents of the Federal Government. Non-Federal entities include state, interstate, Indian tribal, or local government, as well as private organizations.

5. **Informal Funds:**

a. Informal funds, such as cup-and-flower funds and funds maintained by unit readiness groups (formerly called Family support groups), are not covered by this policy. In accordance with AR 600-20, Army Command Policy, paragraph 4-20, commanders may authorize informal funds. There is no set dollar limit on the assets of these funds, but funds collected in the form of dues or other collections are used for expenses consistent with the purposes and function of the fund. Operation of the funds will be consistent with Army values and the Joint Ethics Regulation. Commanders are responsible for monitoring the activities of any informal funds operating within their organizations.

b. Although informal funds are not covered by this policy, if an informal fund intends to fundraise outside of its own organization, this fundraising policy will apply (for example, a special fundraiser for a unit/office Christmas party).

6. **Requests to conduct fundraisers:**

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a. All fundraising activities and events on Fort Eisenhower must be approved in advance by the DFMWR, except for fundraising for informal funds as discussed in paragraph 3, above, operating within their own footprint.

b. All requests must be submitted in writing at least 10 workdays in advance to the DFMWR, Support Services Division. No particular form is required, and electronic mail is acceptable (lindsay.m.dunn.naf@army.mil). The request must:

- (1) Identify the sponsoring organization.
- (2) Describe the fundraising activity.
- (3) Describe the purpose of the fundraiser.
- (4) Give the proposed date(s) and location.
- (5) Name a point of contact.

c. If a fundraiser covered by this policy is to be conducted solely within a specific command or activity, the request for the fundraiser must be endorsed by the commander of that activity or by the commander's representative, prior to consideration of the request by the DFMWR.

d. The specific location at which a fundraiser will be conducted must be approved by the senior official in charge of that location, or that official's designee. For example, the space requirements for a fundraiser in Eisenhower Army Medical Center would have to be coordinated with and approved by either the Medical Center's Executive Officer or the Chief of Administrative Services.

e. Off-post private organizations may not conduct fundraisers on post unless specifically approved by DFMWR. This does not include off-post private or CFC-participating organizations or organizations renting DFMWR facilities for the organizations' own activities. An exception will be granted for veteran's groups, Boy Scouts, and Cub Scouts. There will be a maximum of four events per year.

7. Non-CFC or Non-Service-Relief Fundraising: The only authorized in-the-workplace fundraising is for the CFC, Service-Relief Fundraising (e.g., Army Emergency Relief), and other fundraising authorized by the Office of Personnel Management (OPM). Other fundraisers must take place outside of the workplace. The term "workplace" does not include parking lots or the primary lobbies and corridors of buildings.

a. In accordance with DoD 5500.7-R, Joint Ethics Regulation (JER), Section 3-210a, commanders and directors may officially endorse fundraising by organizations composed primarily of DoD employees or their dependents when fundraising among

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their own members for the benefit of welfare funds for their own members or their dependents when approved by the Garrison Commander. (For example, a Family Readiness Group fundraiser.)

b. On-post NFE's may conduct no more than four fundraisers on the installation during any calendar year. Continuing resale activities are not authorized unless approved by the Garrison Commander or authorized by applicable regulation (e.g., the Thrift Shop). SFRG Informal Funds have no restriction to the number of fundraisers conducted with the exception of bagging groceries. Bagging groceries as a fundraiser at the Commissary is limited to one Saturday, per quarter, per company. For guidance on fundraising by Family Readiness Group Informal Funds, see AD 2019-17.

c. Fundraising must be for the benefit of the organizations that serve an identified population rather than specific identifiable individuals. Fundraising for specific individuals is not authorized (for example, fundraising for a co-worker's medical procedure).

d. Use of official mail distribution or electronic mail systems for NFE fundraising is not authorized.

e. Any logistical support for fundraising events is to be in accordance with the DoD 5500.7-R, paragraph 3-211.b, i.e.:

(1) Support will not interfere with performance of official duties or detract from readiness.

(2) Community relations with the local community are served.

(3) It is appropriate to associate Fort Eisenhower with the event.

(4) The fundraiser is of interest and benefit to the local civilian community or Fort Eisenhower.

(5) Fort Eisenhower is able and willing to provide the same support to comparable fundraisers sponsored by other similar NFE's.

(6) Due to environmental concerns, there are no locations on the installation to execute a car or dog wash.

(7) The support is not restricted by other statute or regulation (e.g., support is limited when it is not based on customary community relations or public affairs activities)

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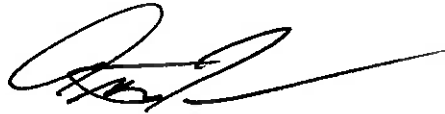
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(8) No admission fee is charged for the NFE's event (beyond what will cover the reasonable costs of sponsoring the event) or Army support to the NFE's event is incidental to the entire event.

f. None of the restrictions of this paragraph (i.e., paragraph 6) pertain to MWR fundraising activities.

8. This policy will remain in effect until superseded or rescinded.

9. The proponent for this policy letter is Support Services Division (SSD), DFMWR, 706- 791-2611.

A handwritten signature in black ink, appearing to read 'Anthony J. Kazor', with a long horizontal flourish extending to the right.

ANTHONY J. KAZOR  
COL, CM  
Commanding