DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
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FORT GORDON, GEORGIA 30905-5730

SEP 16 2026

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MEMORANDUM FOR Fort Gordon Military and Civilian Garrison Personnel

SUBJECT: Garrison Commander's Policy Memorandum No. 12 - On-Post Fundraising

1. References:

a. DoDD 5500.7 (Ethics and Standards of Conduct).

b. Joint Ethics Regulation 3-211.

c. DoDI 5035.1 (Combined Federal Campaign Fundraising within the Department of Defense).

d. Title 5, Code of Federal Regulations, Part 950 (Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations).

e. AR 210-22 (Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations).

f. AR 215-1 (Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities).

g. AR 600-20 (Army Command Policy).

h. AR 1-10 (Fundraising Within the Department of the Army).

i. AR 930-4 (Army Emergency Relief).

j. AR 165-1 (Army Chaplain Corps Activities).

k. AR 608-1 (Soldier and Family Readiness).

l. DoDI 1342.22 (Military Family Readiness).

m. Army Directive 2019-17 (Soldier and Family Readiness Group Program).

2. Summary: This policy is intended to provide consistent guidelines for the approval and conduct of fundraising activity on the Fort Gordon military installation. 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 to the Directorate of Family and Morale, Welfare and Recreation (DFMWR) in writing addressed to the Garrison Commander.

3. Applicability: This policy applies to fundraising by all organizations and activities operating on Fort Gordon, including all other tenant activities and Family Readiness Groups (FRG). 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 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 Tribe, or local government, as well as NFEs.

5. Informal Funds:

a. Informal funds, such as cup-and-flower funds and funds maintained by unit readiness groups are not covered by this policy. In accordance with Army Regulation (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:

a. All fundraising activities and events on Fort Gordon must be approved in advance by DFMWR, except as described for informal funds.

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 (nicole.m.brown156.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 Dwight David 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 NFE's may not conduct fundraisers on post unless specifically approved by DFMWR. This does not include off-post private or Combined Federal Campaign (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 Girl 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 DoDD 5500.7-R, Joint Ethics Regulation (JER), Section 3-210a, commanders and directors may officially endorse fundraising by organizations composed primarily of Department of Defense (DoD) employees or their dependents when fundraising among their own members for the benefit of welfare funds for their

own members or their dependents when approved by the Garrison Commander. (For example, an FRG 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 regulations. FRG 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 Army Directive (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 DoDD 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 Gordon with the event.

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

(5) Fort Gordon 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.

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

9. The proponent for this policy memo is the Directorate of Family and Morale, Welfare and Recreation, (706) 791-4140.

NANCY K. HARRIS
COL, SC
Commanding