



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BLDG 107, WHEELER ARMY AIRFIELD,
SCHOFIELD BARRACKS, HAWAII 96857-5000

AMIM-HWG-ZA

10 Nov 22

MEMORANDUM FOR All Military Personnel, Department of Defense (DoD) Employees, and Authorized Private Organizations within United States Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI-18, Fundraising on USAG-HI Installations

1. References.

- a. Department of Defense (DoD) 5500.7-R, Joint Ethics Regulation, 17 Nov 11.
- b. Department of Defense Directive (DoDD) 1000.26E, Support for Non-Federal Entities Authorized to Operate on DoD Installations, 2 Feb 07.
- c. Title 5, Code of Federal Regulations, Part 950, Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations.
- d. Army Regulation (AR) 210-22, Support for Non-Federal Entities (NFE) Authorized to Operate on Department of the Army Installations, 12 May 22.
- e. AR 215-1, Morale, Welfare, and Recreation (MWR) Activities and Nonappropriated Fund Instrumentalities (NAFIs), 24 Sep 10.
- f. AR 600-20, Army Command Policy, 24 Jul 20.
- g. AR 600-29, Fund-Raising Within the Department of the Army, 07 Jun 10.
- h. AR 1-100, Gifts and Donation, 7 Feb 19.
- i. U.S Army Hawaii Policy Letter #8 - Family Readiness Group (FRG) Fundraising Policy, 5 Jun 19.
- j. Army Directive 2019-17 (Change to the Soldier and Family Readiness Group (SFRG) Program), 01 Apr 19.
- k. AR 608-1, Army Community Service, Appendix J, 19 Oct 17.

2. Applicability.

a. This policy applies to all fundraising on USAG-HI Installations involving military organizations, private organizations, informal funds, and other activities operating on USAG-HI Installations.

b. This policy does not apply to chaplaincy collections conducted during services or special events conducted by the Family and Morale, Welfare, and Recreation (FMWR) Fund.

c. Similarly, this guide does not regulate fundraising by off-post organizations and activates, which are governed by AR 600-29, Fund-Raising Within the department of the Army, DoD 5500.7-R, Joint Ethics Regulation § 3-211, and other regulations.

3. Definitions.

a. Fundraising. Per AR 600-29, paragraph 1-7 (c), any activity conducted for the purpose of collecting money, goods, or other support for the benefit of others to include organizations composed primarily of Army personnel or their Family members (including Installation morale, welfare, and recreation activities, as provided in AR 215-1).

b. Unit Footprint. The real estate and facilities permanently occupied by a brigade or similarly situated unit. It includes the buildings, common areas, barracks, and motor pools.

c. NFE. A self-sustaining NFE operating on a DoD Installation by individuals acting outside the scope of their official duties with the written consent of the Garrison Commander.

d. Unit Informal Fund. A fund of limited scope established by individuals within an organization for the benefit of its members. Examples of Unit informal funds are office coffee funds, cup and flower funds, and annual picnic funds. The Unit Informal funds are authorized by AR 600-20, paragraph 4-20. Traditionally, they have not been used as a tool to fundraise - rather, they have most often simply accepted dues or other contributions from members. Informal funds may only be conducted on post and with the appropriate approval.

e. Soldier and Family Readiness Groups (SFRGs) Informal Funds. Includes those funds established to support and support only SFRG membership as a whole and are authorized by AR 608-1 paragraph J-7. SFRGs informal funds are private funds generated by SFRG members and may not be deposited or mixed with the following, appropriate fund: unit MWR funds, the unit's cup and flower funds, or any individual's personal funds. Examples of authorized use of informal funds include SFRG newsletters that contain predominantly unofficial information and purely social activities, including,

but not limited to, parties; social outings, volunteer recognition (not otherwise funded with APFs), and picnics.

f. Federal Workplace. The area within federal property or unit areas where Soldiers and federal employees perform normal mission functions. Examples include offices, conference rooms, medical treatment facilities, staff areas, arms rooms, and other locations where employees perform their normal duties, with the exception of:

(1) Army Emergency Relief (AER), the Combined Federal Campaign (CFC), and Office of Personnel Management (OPM) approved disaster relief. No fundraising may occur in the federal workplace for these.

(2) The federal workplace does not include areas that are generally not used for the performance of normal duties, such as public lobbies, parking lots, picnic areas, break rooms, break areas, and other locations.

(3) Subject to the limitations set forth in this guidance, those areas are appropriate for fundraising activities.

4. Policy and Constraints.

a. In accordance with AR 600-29, paragraph 1-7, (3), fundraising activities will only be authorized on an occasional basis for SFRGs, Units, and NFE in accordance with this policy memorandum.

b. Soldiers may only fundraise under the following conditions:

(1) Soldier's participation is voluntary.

(2) Must be off duty and not in uniform while participating in fundraising activities.

(3) The collection of dues (voluntary contributions from NFE members) for informal funds does not constitute fundraising.

(4) These activities must be infrequent and of short duration and may not adversely affect the performance of the mission. Fundraising should be limited in number and scope during the CFC, IAW AR 600-29, para. (1-8).

(5) Supervisors will not solicit subordinates to donate to a particular fundraising event, nor will they require Soldiers to participate in fundraising activities.

c. Per AR 600-29, paragraph 1-10, (e), special favors for donations are prohibited. For example, personnel who donate will not be excused from physical training, given a pass, or excused from wearing the appropriate military uniform.

d. No door-to-door solicitation, sales, or fundraising of any kind is permitted on USAG-HI Installations.

e. Units, SFRGs, and POs will coordinate the scheduling of fundraising events directly with the location coordinator and with the facility manager.

5. Informal Funds Procedures.

a. All unit fundraising proceeds must be deposited into a unit informal fund. An informal fund may be created by a commander at any unit level. For example, a company commander may authorize the creation of an informal fund for a platoon in their company. Moreover, a unit is not limited to a single informal fund; the commander may create several unit informal funds. Funds must have a designated purpose and use must be limited to expenses that are consistent with the purpose and function of that fund. Purpose and function should be documented in a formal Standing Operating Procedures (SOP) document signed by the commander, (see Enclosure A for guidance and Enclosure A-1 for an example).

(1) Funds collected in the form of dues or other collections will be used for expenses consistent with the purposes and function of the informal fund. Collection of dues is not fundraising. The fund's custodian should handle the collection of dues. (See Enclosure A-1, paragraph 4.) Commanders are responsible for monitoring the activities of any informal funds operating within their organizations.

(2) Per AD 2019-17, SFRG informal funds will not exceed a cap of \$10,000 at any given time in a calendar year from all sources. 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.

6. Approval Authority to Conduct Fundraisers.

a. Within the unit area. Unit fundraisers conducted within the unit area must have permission from the commander of that unit, and do not need to go through USAG-HI approval procedures. However, unit commanders must obtain a legal review of their proposed fundraising activity from the Office of the Staff Judge Advocate (SJA).

b. Outside of the unit area. On behalf of the U.S. Army Garrison, Hawaii commander, DFMWR is the delegated authority to approve local fund-raising activities.

(1) Fundraisers outside of the unit area must receive permission from the following entities:

(a) The unit commander must give permission for all fundraising activities.

(b) The manager of the location chosen for the fundraiser may have special requirements and/or restrictions.

(c) Must obtain a legal review from SJA.

(d) Obtain a health certificate from Tripler Army Medical Center (TAMC) preventive medicine.

(e) Other applicable agencies.

(2) All fundraising requests from NFE, Units, and SFRGs to be held at AAFES (the Main Exchange), the Fort Shafter Market and the Paradise Express facility must be coordinated with the Services Business Manager of Hawaii Exchanges at (808) 423-7302 or (808) 222-7216, prior to submitting a request packet to DFMWR for approval. All fundraisers to be held at the Schofield Barracks Commissary must be coordinated with the DeCA Store Manager at (808)-655-5066 prior to submitting a request to DFMWR for approval.

(3) Contact the DFMWR for pre-approved locations outside of unit areas in which a unit or SFRG may fundraise.

(4) Complete and electronically send a fundraiser request form (DFMWR-NSM-01, 01 Dec 14) (see Enclosure B-1) for car wash and/or commissary. For all other requests, complete request form #2 (see Enclosure B-2) to the DFMWR Fundraising Coordinator at usarmy.wheeler.imcompacific.mbx.fundraising@army.mil (808) 656-0104. This request must be approved beforehand by the unit commander and contain the following information:

(a) Type of fundraiser, including details on how the funds will be raised

(b) Date of fundraiser

(c) Location approved by facility manager

(d) What the funds will be used for

(e) Point of contact information

(f) Statement of compliance

(5) Fundraising requests for car wash and commissary bagging should be sent to DFMWR at least 10 business days prior to the proposed date of the fundraiser.

7. Fundraisers. Requests are based on a first come, first served, plus availability of facilities.

a. Food/Bake Sales. Units may sell baked items such as brownies, puffed rice treats, homemade cookies, and pies, subject to the following restrictions:

(1) Units must comply with the applicable regulations on food handling, (see Enclosure C).

(2) Alcohol cannot be sold by an SFRG, NFE, or unit informal fund. Only MWR and AAFES have the authority to sell alcohol within USAG-HI.

b. Car Wash. Only Units/SFRGs may hold car washes as fundraising activities provided they are held in an approved location and follow the established Installation car wash policies and procedures (see Enclosure D). Car washes may not be conducted within the unit area. For environmental safety, the designated location for car wash fundraisers on Schofield Barracks is the community car wash near Foote Gate and the AAFES gas station (see Figure D-1). The designated Fort Shafter car wash location is located on Wisser Road, behind building 525 (see Enclosure D-2).

c. Commissary Bagging. Only Units may bag groceries as a fundraising activity at the Schofield Barracks Commissary (see Enclosure E). Bagging groceries outside of USAG-HI Installations is prohibited; Pearl Harbor, Joint Base Pearl Harbor-Hickam, and Kaneohe Marine Corps Base Commissaries are not authorized locations.

d. Opportunity Drawings guidance and instructions, (see Enclosure F).

e. Other Fundraisers. Creative fundraising is encouraged, provided it complies with these policies. Profitable and unique fundraising ideas include auctioning off pies to throw at volunteer targets or auctioning off services from volunteer unit or SFRG members such as cleaning houses, making dinner, singing telegrams on Valentine's Day, etc. Unit legal advisors should be consulted concerning the legality of any unique fundraising event.

8. Donations.

a. Solicited Donations. Units and SFRGs may not solicit donations from outside of the Department of Defense. That means no soliciting off post, but it also means no soliciting of contractors or on-post businesses including AAFES, the Commissary, and MWR activities. In addition, solicitation is not allowed inside the federal workplace, unless soliciting contributions from unit informal fund members. Only USAG-HI can authorize solicitation and fundraisers.

b. Unsolicited Donations. Unit commanders may accept an unsolicited gift or donation of money or tangible personal property of a value of \$1,000 or less for its SFRG informal fund after consultation with the unit ethics counselor (see AR 608-1, appendix J, paragraph J-7f. All other unsolicited gifts of any kind directed to a SFRG

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require coordination with the Command Gift Coordinator, receive legal review, and must be approved by an appropriate gift approval authority consistent with AR 1-100.

9. Exceptions. Requests for exceptions to this policy must be submitted in writing to the Garrison Commander.

10. This policy memorandum supersedes Policy Memorandum USAG-HI 18, SAB, dated 17 Dec 20 and remains in effect until superseded or rescinded in writing.

11. The point of contact for this policy is the Family and MWR Business and Nonprofit Liaison, at (808) 656-0104 or usarmy.wheeler.id-pacific.mbx.business-liaison@army.mil.

10 Encls
as

 Digitally signed by
MCGUNEGLE.STEVEN.BERLE.
1155416595
Date: 2022.11.10 13:45:34 -10'00'

STEVEN B. MCGUNEGLE
COL, AR
Commanding

DISTRIBUTION
Electronic Media

Enclosure A, Page 1 of 2

USAG-HI FUNDRAISING GUIDE

Establishing an SOP for an SFRG or Unit
Informal Fund

1. In General.

a. The Army is permitted to fundraise under the most limited conditions. Therefore, because a SFRG or unit is an official part of the Army, it is likewise limited and may not generally fundraise to pay for social events, gifts, food entertainment, or other personal expenses.

b. Commanders may, however, establish an informal fund to support the unofficial activities of SFRGs or Unit members. Informal funds-often referred to as "cup and flower" funds-are authorized by AR 600-20, paragraph 4-20. Traditionally, they have not been used as a tool to fundraise-rather, they have most often simply accepted dues or other contributions from members from which cards, flowers, and certain types of gifts for members of the unit are purchased. Informal funds may, however, receive monies collected through more traditional fundraising projects.

c. An SFRG or Unit may have an informal fund and fundraise on behalf of its members under the following conditions:

(1) The commander establishes an SFRG or unit informal fund with a written SOP.

(2) The SOP establishes the purpose of the informal fund. Any monies distributed from it must be used consistently with those purposes to benefit the members of the SFRG or unit.

(3) For SFRG informal funds, the SOP must include the following minimum information/statement, IAW AR 608-1, Appendix J, para. 7(c)(3):

(a) Unit informal fund/SFRG-name;

(b) A description of the SFRG's purpose and functions,

(c) A summary of the SFRG's activity for which the funds are collected,

(d) The following statement: "This SFRG Informal fund is for the benefit of its members only and is established exclusively for charitable purposes and to provide support to Soldiers and Family members as the Soldiers and Families adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government."

(4) The informal fund may not exceed \$5,000.

(5) The informal fund should be kept in a non-interest bearing bank account. The commander must appoint in writing at least two fund custodians (primary and alternate) to account for funds and to ensure they are spent in accordance with applicable guidance and the informal fund SOP. Commanders should monitor the informal fund upon the change of custodians or command.

(6) The custodian should apprise the commander annually of the fund's financial status, IAW AR 600-20, para. 4-20.

2. SFRGs and Unit Informal Fund Example, IAW AR 600-20, para. 4-20 and AR 608- 1, App. J, para. 7.

3. Fundraising Coordinator can be contact at (808) 656-0104 or email usarmy.wheeler.imcom-pacific.mbx.fundraising@army.mil

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SOP EXAMPLE



OFFICE SYMBOL

DEPARTMENT OF THE ARMY
UNIT'S INFORMATION/ADDRESS
SCHOFIELD BARRACKS, HAWAII 96857

MEMORANDUM FOR *(EXAMPLE FOR STANDING OPERATING PROCEDURES (SOP))*

SUBJECT: SOP for Soldiers and Family Readiness Groups (SGRGs), Unit Name of the Soldier and Family Readiness Group, TYPE NAME.

1. NAME OF THE INFORMAL FUND: The name of this fund is the Informal Fund of the SFRG, TYPE NAME OF SFRG.

2. PURPOSE. The purpose of the fund is to provide support to the Soldier and Family Readiness Group TYPE NAME OF SFRG. This fund provides support which supplements the official support the SFRG receives from appropriated fund sources. This SFRG informal fund is for the benefit of the SFRG members only, and is established exclusively for charitable purposes and to provide support to Soldiers and Family members as the Soldiers and Families adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government.

3. FINANCES. The fund will generate revenue through the collection of dues and approved fundraisers.

a. Funds raised shall be in support of the purposes of this fund: holiday parties; other parties or outings; newsletters that contain predominantly unofficial information; non-ACS sponsored volunteer recognition events; supplemental unit send-off and welcome home activities; and purely social activities, such as baby showers, birthday parties, pizza parties, and potluck dinners.

b. These funds will not augment other unit informal funds, such as the unit's "cup and flower" informal fund. SFRG informal funds will not be used to purchase gifts for

traditional military gift giving occasions, such as soldier farewells that are not related to the unit SFRG.

c. These funds will not be used to purchase items or services that may be paid for with appropriated funds.

d. This fund is capped at \$5,000. If the balance exceeds \$5,000, the fund will reduce the amount to appropriate levels.

e. To the extent possible, informal funds will be collected for a specific goal, event, or activity, keeping in mind that the purpose of the funds is to benefit members as a whole.

4. FUND CUSTODIAN.

a. The unit commander will designate in writing a fund custodian and an alternate fund custodian. The custodians are liable for any loss or misuse of funds. Non- military fund custodians should be registered as volunteers (10 U.S.C. § 1588) through the installation volunteer coordinator at Army Community Service.

b. The unit commander will authorize the opening of a bank account and will designate in writing the persons authorized to write checks on the account. The account will be in the name of this informal fund. The unit commander or deployed soldiers will not be signatories on this account.

c. The custodian will report to the unit commander at least monthly. Reports are also required upon change of command, change of custodian, and whenever there is suspicion of irregularity. The reports are not formal audits, but will summarize the fund's financial status, to include current balance, total amount earned, and itemized expenditures.

d. Formal accounting procedures are not required.

e. The funds will not be deposited with or mixed with personal funds, unit MWR funds, or any other informal funds. The funds will not be deposited in interest or dividend bearing accounts.

5. FUND-RAISING ACTIVITIES.

a. Requests to conduct fund-raising activities outside of the unit area of TYPE LOCATION shall be submitted to the Fundraising Coordinator at (808) 656-0104 or email usarmy.wheeler.imcom-pacific.mbx.fundraising@army.mil.

b. The unit will not engage in resale activities at any time, or duplicate or compete with MWR Nonappropriated Fund activities or the Army and Air Force Exchange Service.

c. The unit will not conduct any external fund-raising activities outside the installation. For example, the unit shall not contact off-post businesses for donations, conduct car washes outside the installation, or participate in bake sales, or concessions sales outside the installation.

6. GENERAL.

a. The Custodian will send a copy of this SOP to DFMWR, NAF Support Services, and shall also inform DFMWR in writing of any changes in the fund's scope or activities.

b. The Informal Funds may be dissolved with the consent of a majority of its members.

7. The SOP for the Informal Fun of the SFRG of TYPE NAME was approved on DATE by a majority of its members.

8. Upon a change of command, the outgoing commander will inform the incoming commander of the existence of this informal fund.

FUND CUSTODIAN
[Signature Block]

COMMANDER
[Signature Block]

Enclosure B-1

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Enclosure B-1 p. 1 of 2

Enclosure B-1 p. 1 of 2



**U.S. ARMY GARRISON-HAWAII
REQUEST TO ENGAGE IN FUNDRAISING ACTIVITY**

Name of Organization: _____ Date of Event: _____

Location of Event: _____ Time From: _____ To: _____

Briefly describe what is planned: _____

<Items or Services Offered>

<Price Range or Donation>

_____	_____
_____	_____
_____	_____
_____	_____

Proceeds will go to: _____

- **Point of Contact** _____

Typed Name	Phone #	Signature	Date
• Event Location Manager	<input type="checkbox"/> Concur	<input type="checkbox"/> Non-concur	

Typed Name	Phone #	Signature	Date
• AAFES	<input type="checkbox"/> Concur	<input type="checkbox"/> Non-concur	

Typed Name	Phone #	Signature	Date
• DeCA	<input type="checkbox"/> Concur	<input type="checkbox"/> Non-concur	

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	<input type="checkbox"/>	<input type="checkbox"/>	
Typed Name	Phone #	Signature	Date
• Fundraising Coordinator	<input type="checkbox"/> Concur	<input type="checkbox"/> Non-concur	

	<input type="checkbox"/>	<input type="checkbox"/>	
Typed Name	Phone #	Signature	Date
• OSJA	<input type="checkbox"/> Concur	<input type="checkbox"/> Non-concur	

	<input type="checkbox"/>	<input type="checkbox"/>	
Typed Name	Phone #	Signature	Date
• Director DFMWR	<input type="checkbox"/> Concur	<input type="checkbox"/> Non-concur	

Typed Name	Phone #	Signature	Date
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After Action Report must be submitted to Business and Nonprofit Liaison within 10 days after the event date

Enclosure B-1, Continued 2 of 2

Enclosure C

COMPLETE CAUTIONARY STATEMENTS ON BACK PAGE

The Non-Federal Entity (NFE)), Soldier and Family Readiness Group (SFRGs), and Units POC, initial all cautionary statements.

By initialing and signing below I agree to comply with the following fundraising rules for fundraising that occurs on USAG-HI per Army Regulation 600-29, Fund-Raising Within the Department of the Army, 7 June 2010.

- a. All Garrison approved fundraising must be restricted to USAG-HI and not take place in the Federal workplace. Unless within the Unit/SFRGs footprint.
- b. NFE, Informal Funds, and SFRGs may not sell alcoholic beverages or tobacco products at any time. See AR 210-22, para. 5-1 (c)
- c. The event will benefit the military community.
- d. Government employees (military and civilian) can raise fund for a NFE 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.**
- e. NFE, Units, and SFRGs who engage in any fundraising event without the prior written approval of the USAG-HI Commander or his designee will be suspended any may have their charter or license to operate terminated.
- f. Must obtain written approval for the fundraiser from the GC of his designee and post the approval letter and food handlers certificate (if applicable) at the fundraising site. See AR 210-22, para. 15.

POC Name: _____
Signature : _____
POC Position: _____
POC Phone #: _____

COMPLETE FUND RAISING REQUEST FORM ON FRONT PAGE

Enclosure D

Please contact POC below for any questions or issues with TAMC Food Handlers Course. DFMWR is not the manager for the course.

Directions to register for Eliademy TAMC Food Handlers Course and to receive a certificate

1. <https://easyclass.com>
3. Click student: enter access code
4. Enter access code: 3W52-4F1O (type this exactly as you see it)
5. Register as a student
6. Click assignment and review the TAMC Food Handler Power Point. Once you are done reviewing the Power Point, click submit assignment and state that you completed the review of the Power Points.
7. Click Quizzes and take all three quizzes.
8. Once you completed the quizzes and assignment go to grade book and take a screen shot (use snip tool) to of your quiz grades.
10. Once you have achieved a 70% or greater **please screen shot the score with the date exam was taken** (use snip tool) and email it to brianna.a.walcott.mil@mail.mil & priscilla.d.fuentez.mil@mail.mil to receive your certificate, typical time is **3-5 business days**.
11. If you have any questions please email SGT Renihan Morgan at morgan.l.renihan.mil@mail.mil and LTC David Derrick at david.a.derrick.mil@mail.mil ,phone at 808-433-6694.

Enclosure D

**CAR WASH INSTRUCTIONS
Only Units/SFRGs**

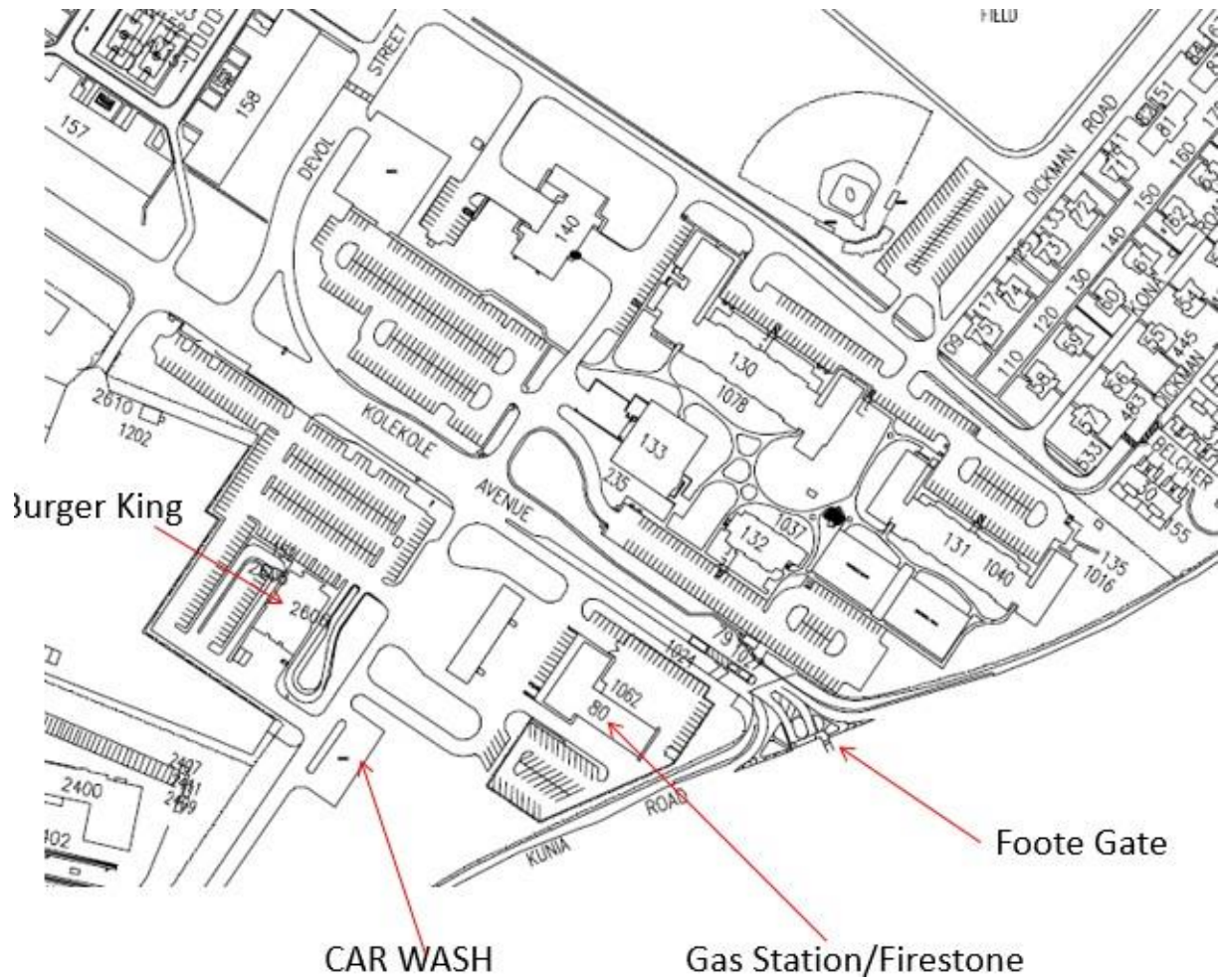
Informal Funds will abide by established procedures in requesting and conducting a car wash fundraising event as outlined in the memorandum for Installation Fundraising Procedures. Basic guidance and instructions are as follows:

1. Due to environmental regulations, cars will ONLY be washed at the following authorized Community Car Wash Locations:
 - a. Schofield Barracks: Located on A Rd between Lyman Rd & Kolekole Ave
 - b. Ft Shafter: Located in the parking lot behind Bldg. 525 on Wisser Rd. NOTE: The unit will be responsible for coning off the authorized area the evening prior to the scheduled car wash. Use of the grassy area adjoining the site is not permitted.
2. Car washes will be conducted between the hours of 0900 – 1530, Monday – Sunday.
3. Only biodegradable detergents that are environmentally safe, such as Simple Green, will be used at the car wash. Units must provide and use flow stop spray nozzles and water buckets and practice water conservation.
4. Cooking on site is not permitted. The sale of foods, drinks or any other products are not permitted without prior written approval. If approved, the following conditions apply:
 - a. All participants handling food must hold a valid Food Handler's certificate and is on file with Tripler Medical Center Preventative Medicine.
 - b. Suggested donations are permitted for each item/service that is for sale. Set pricing is not permitted.
5. No signs of any type will be affixed to any building or other permanent government fixture. Car wash signs must have the name of your unit on them.
6. All participants must stay out of the street and median. Distracting motorists by using personnel clad in bikinis or short shorts or excessive yelling and arm waving is unauthorized. Children under the age of ten (10) will not wash or assist in the washing of vehicles.
7. Soldiers participating in the fundraiser MUST be on leave or pass.
8. The washing of tactical vehicles or equipment is prohibited. Violators are subject to a fine by the Environmental Protection Agency (EPA).
9. The area will be left clean with all debris and signs disposed of.
10. Violation of any terms listed may result in having the car wash cancelled, shut down, and/or result in a four (4) month suspension from scheduling any future car wash.
11. Point of contact for these instructions is the Installation Fundraising Coordinator at (808) 656-0104.

THE USAG-HI, DFMWR APPROVED FUNDRAISING FORM MUST BE ON SITE AND AVAILABLE FOR INSPECTION.

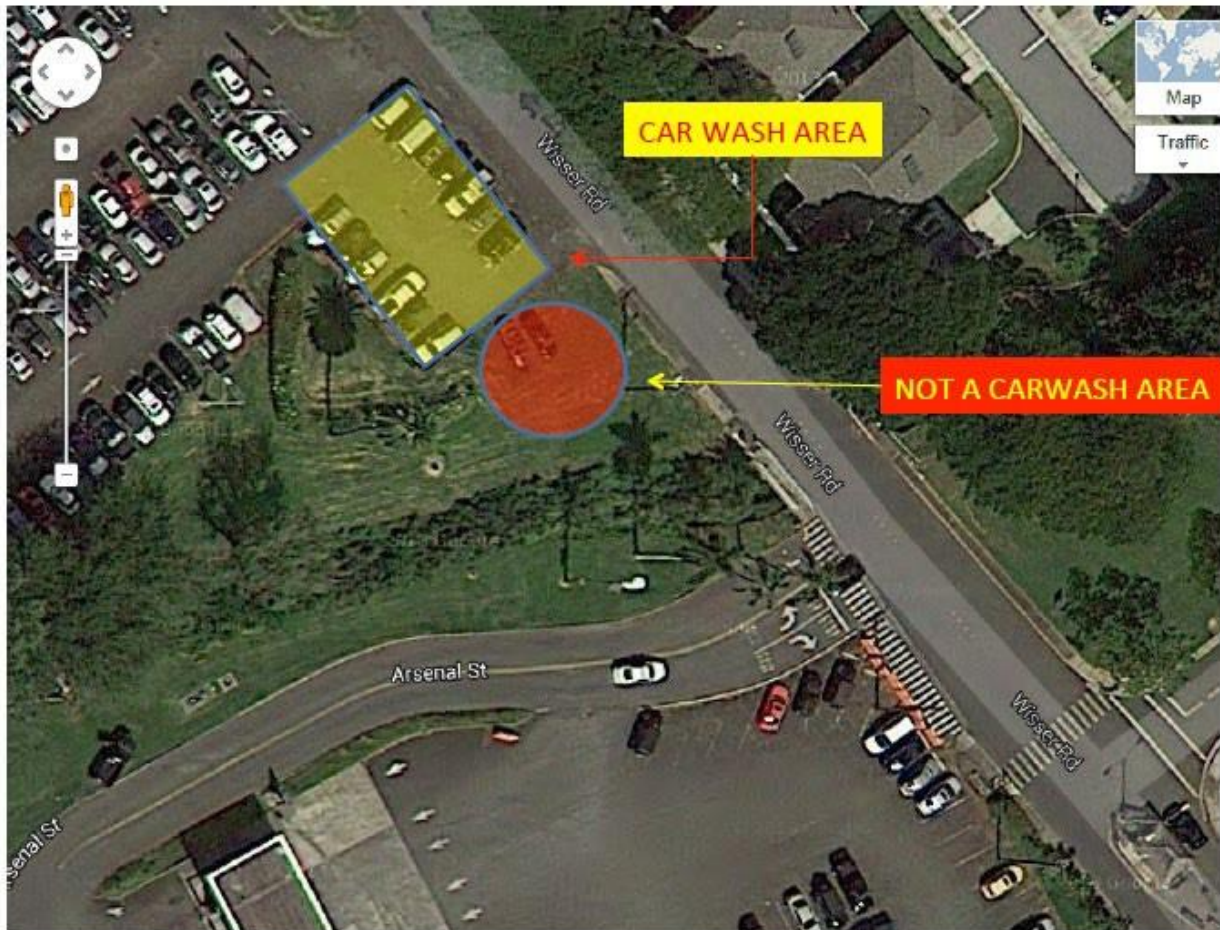
Enclosure D-1

**CAR WASH LOCATION
SCHOFIELD BARRACKS**



Enclosure D-2

**CAR WASH LOCATION
FORT SHAFTER**



Enclosure E

**COMMISSARY INSTRUCTIONS
Only Units**

Informal Funds will abide by established procedures in requesting and conducting a commissary fundraising event as outlined in the memorandum for Installation Fundraising Procedures. Basic guidance and instructions are as follows:

12. Commissary bagging will be conducted on the 1st and 15th of each month during normal hours of operation (0900-2000 Monday-Friday, 0800-1900 Saturday and Sunday).
13. There will be at least 4-6 Soldiers covering each shift (Shift 1: 0900-1430/0800-1330; Shift 2: 1430-2000/1330-1900).
- 14. One unit representative must contact the head bagger by phone at (808) 772-7135, or come by the commissary to schedule the informational briefing no later than one week prior to the event. The unit representative must go through instructional training with the head bagger and sign a bagger license agreement no less than one day prior to the event. That person is responsible for the instructional training of all unit participants.**
15. Soldiers must show up 30 minutes prior the day of the event for instructions from the head bagger and preparation to start.
16. Soldiers **MUST** be in their unit t-shirts identifying them as part of the unit and be on leave or pass.
17. There will be one lane designated for your fundraising event. Units may post a sign at the register stating the name of the unit. It is recommended that a "tip jar" be available at designated checkout lane.
18. Violation of any terms listed may result in having your privilege to conduct the fundraiser on the requested day revoked.
19. Point of contact for any concerns is the Schofield Commissary Store Director, Ms. Hollie Baptist, at (808) 655-5066 ext. 3202.
20. Point of contact for these instructions is the Installation Fundraising Coordinator via email at usarmy.wheeler.id-pacific.mbx.fundraising@army.mil or (808) 656-0104.

THE USAG-HI, DFMWR APPROVED FUNDRAISING FORM AND HEAD BAGGER'S AGREEMENT MUST BE ON SITE AND AVAILABLE FOR INSPECTION.

Enclosure F

OPPORTUNITY DRAWING

Opportunity Drawing will be conducted in accordance to the following:

1. Opportunity Drawings.

a. Are a general, indiscriminate distribution of tickets for entry into a drawing for a prize. Prizes are then awarded to those individuals holding the winning ticket selected by chance. Although donations may be accepted, care must be taken to ensure that the opportunity drawing avoids the appearance of a lottery by clearly indicating that a contribution is not required.

b. Requests must be submitted 3 weeks prior to the planned start of the opportunity drawing event. The request must include a sample of the ticket and/or advertisement flyer to be used, a list of suggested prizes and dollar values, how the tickets will be distributed, and how the drawing will be conducted. Prior to approval, the SJA will review the request.

c. Only be conducted at unofficial events. Official events include any event, such as an organizational day, in which the event is considered the Soldier's place of duty.

d. Not conducted in the federal workplace.

e. Contact DFMWR for specific instructions on conducting opportunity drawings

2. Casino or Monte Carlo Nights.

a. DFMWR must approve these types of events, whether inside or outside the unit area.

b. The hosting organization must provide a written explanation of the games offered and handling of money/tickets/prizes.

c. Casino or Monte Carlo Nights must conform to the laws of the State of Hawaii. Please consult your unit legal advisor on this matter.

d. Only play money may be used in the Casino games. The use of legal currency is prohibited. Play money may be used to bid on prizes at the end of the event.