



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON**  
**2837 BOYD AVENUE**  
**FORT HUACHUCA, ARIZONA 85613-7001**

IMHU-ZA

13 Oct 2020

**MEMORANDUM FOR ALL FORT HUACHUCA PERSONNEL**

**SUBJECT: POLICY 20-38, Fundraisers**

**1. REFERENCES.**

- a. Army Regulation (AR) 210-22. Private Organizations on Department of the Army Installations
- b. TRADOC Regulation 350-6. Enlisted Initial Entry Training (IET) Policies and Administration, 08 May 07; with Change 1, 27 Aug 07.
- c. AR 600-29. Fund-Raising within the Department of the Army

**2. POLICY.** Fundraisers are often essential to the success of private organizations and informal funds operating on the Installation. In order to establish uniformity in the processing of fundraisers, and to ensure regulatory compliance in the conduct of approved fundraisers, all fundraisers will adhere to the following rules.

**3. PROCEDURES.**

a. Only those private organizations and informal funds that are properly established according to AR 210-22 may conduct fundraisers on the Installation.

b. All fundraisers must be approved in advance. Submit all requests to conduct fundraisers to the Installation's Private Organization Coordinator. Directorate of Family, Morale, Welfare, and Recreation (FMWR), IMHU-MWN-O contact number (520) 533-1133. Written requests must be received at least 20 working days prior to the intended starting date of the fundraiser. All Requests for approval will include the following information:

(1) Name of the private organization or informal fund, e.g., Friend of the Infantryman Association, 44<sup>th</sup> Armor Battalion Support Group Fund, D Company Organization Day Picnic Fund, etc.

(2) Description of the fundraiser, to include date, time, and location, building names / or number, and prices or donation request, e.g., bake sale on 01 October 2020 in Greely Hall Lobby at 0600-1700 hours, donation only. Raffle requests must include

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information regarding prizes, the maximum number of tickets sold, and the price of each ticket.

(3) Request for sports-related fundraisers must include a copy of the proposed release and hold harmless agreement to be signed by each player, coach, and other participant. A sample of a legally binding release and hold harmless agreement can be obtained from the Private Organization Coordinator. Depending on the type of sport involved, Proof of Liability Insurance may also be required.

4. All fundraiser-related activities, to include planning, publicizing, and conducting the fundraiser, must be done by volunteers on their personal time, e.g., lunchtime, pass, leave, or before or after duty hours, and must be done in a public place or common areas, e.g., public entrances, or foyers of buildings, or similar locations. Soldiers will not engage in fundraiser activities while in uniform. Fundraiser activities will not take place in government offices or work areas. No one will be pressured or coerced into "volunteering" to participate in fundraiser activities. Soldiers or civilian employees who volunteer to participate in fundraisers will not knowingly solicit to anyone junior in rank, grade, position, or anyone who makes less pay, to contribute to the fundraiser. Commanders, leaders, and supervisors may not use their official position to endorse or give the appearance that they are endorsing a private organization – sponsored fundraiser.

5. TRADOC Regulation 350-6 prohibits most fundraising activities directed solely at IET students. Refer to regulation for specific guidance and allowances.

6. These rules apply to all fundraising on the Installation by private organizations and informal funds, including family readiness group funds. When reviewing these rules, remember that the purpose is not to hinder fundraising but to ensure there is a clear line of demarcation between official and unofficial activity. Remember also that these rules do not apply to the Combined Federal Campaign (CFC) and the Army Emergency (AER) Campaign. The CFC and AER fundraising campaigns are official activities governed by other rules.

7. This memorandum supersedes USAG, Policy 118, dated Mar 29, 2011, Fundraisers.

8. Point of Contact for this Policy is the FMWR Private Organizations Coordinator at (520) 533-1133.

  
**JARROD MORELAND**  
Colonel, MI  
Commanding

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