



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND HEADQUARTERS,
UNITED STATES ARMY GARRISON - FORT HUACHUCA
2837 BOYD AVENUE
FORT HUACHUCA, ARIZONA 85613-7000

AMIM-HUG-ZA (215)

27 September 2021

MEMORANDUM FOR Fort Huachuca Soldier and Family Readiness Groups (SFRG)
SUBJECT: POLICY 21-73, SFRG Informal Funds and Fundraising on Fort Huachuca

1. REFERENCES.

- a. Army Regulation (AR) 600-20, Army Command Policy, 24 July 2020.
- b. AR 600-29, Fundraising within the Department of Army, 07 June 2010.
- c. Army Directive (AD) 2019-17 (Changes to the Soldier and Family Readiness Group Program)
- d. HQDA EXORD 233-19 Implementation of the Soldier and Family Readiness Group

2. SFRG Informal Funds are established by the Unit Commander. The general purpose of an SFRG Informal Fund and its activities is to provide a source of unofficial support and assistance and enhance the morale, welfare and quality of life, and/or well-being within the SFRG and support of the entire SFRG.

3. Informal funds do not need an operating permit from the Garrison Commander but are subject to the following:

- a. The Unit Commander/director must authorize SFRG Informal Fund in writing. Each SFRG Informal Fund must have a primary and alternate informal funds custodian who is responsible for fund custody, accounting and documentation. Annually, the SFRG Informal Funds are audited. The SFRG Informal Fund Custodian will administer fund business during off-duty time.

- b. In Accordance With (IAW) AD 2019-17, the primary and alternate SFRG fund custodian may be a Soldier or volunteer, but may not be the Unit Commander, First Sergeant, the Soldier Family Readiness Liaison, or the SFRG Leader. The fund custodian and alternate must not be scheduled to deploy for more than 30 days within a 12-month period. Commanders will ensure that custodians will, at a minimum, receive informal fund training and additional training as needed.

- c. Expenditure of funds is limited to activities that are consistent with the purpose and function of the fund and that will benefit the entire SFRG.

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d. Unauthorized use of SFRG Informal Funds includes, but is not limited to, purchasing items or services that should be paid for with appropriated funds (e.g., Government supplies and equipment, and postage for official command communication); purchasing traditional military gifts, such as Soldier Farewell gifts unrelated to Family Readiness; unit Military Balls; and donation to a charity or providing financial assistance to a SFRG member in need.

e. IAW AD 2019-17, Soldier and Family Readiness Group Informal Funds will not exceed a cap of \$10,000 at any given time in a calendar year from all sources. Commander's have the discretion to lower the annual SFRG Informal Funds cap for the calendar year.

f. If the SFRG Informal Fund dissolves, all monies remaining at the time of dissolution will be used for activities that benefit the entire SFRG.

4. SFRG fundraising activities on the Installation must be approved in advance by the Garrison Commander or designee. Send requests through the Private Organizations Coordinator, Directorate of Family and Morale, Welfare, and Recreation (DFMWR) AMIM-HUW-SO, no less than 20 working days in advance. The Private Organizations Coordinator can be reached at 520-533-2080. See Annex A, Fundraiser Questionnaire. All requests for approval will include the following information:

a. Name of the SFRG (Brigade, Battalion and Unit).

b. 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 2021, in Greely Hall Lobby at 0600-1700 hours, donation only). Raffle requests must include information regarding prizes, the maximum number of tickets sold and the price of each ticket.

c. SFRG fundraisers held outside of a unit's footprint/area of responsibility must be coordinated with and approved by the building/location manager. Approval must be included with the submission of the Fundraiser Questionnaire.

d. 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 participants.

e. SFRG Informal Funds are authorized six fundraisers per year.

f. All fundraiser activities, to include planning, publishing and conducting the fundraiser, must be done by volunteers on their personal time. Soldiers will not engage in fundraising activities while in uniform. Fundraisers 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 anyone junior in rank to them.

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(1) SFRGs may not engage in external off-post fundraising with commercial or private entities, and may not solicit gifts or donations.

(2) SFRGs may not enter into commercial sponsorship agreements.

5. IAW TRADOC Regulation 350-6, para 2-5d (14), no fundraising activity or volunteer event should be directed at trainees (AIT/IET students). In addition, Trainees cannot be directed or engaged to assist in the set-up or break-down of SFRG activities. However, family members may purchase items during the SFRG fundraisers or be invited to events that support SFRG Fundraisers. This provision does not prohibit Trainees from voluntarily contributing to officially authorized campaigns (e.g.; Combined Federal Campaign, Army Emergency Relief) or making chapel offerings.

6. This proponent for this policy is the DFMWR, U.S. Army Garrison, Fort Huachuca, AZ 85613-7011.

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Date: 2021.09.27 08:41:54 -0700

JARROD MORELAND
Colonel, MI
Commanding

DISTRIBUTION: E

Fundraiser Questionnaire

WHO. Please provide name of your Unit/Organization.

WHAT. Describe the fundraiser.

WHEN. Date(s) of the fundraiser. Keep in mind that only 6 fundraisers/year are permitted per organization.

HOURS.

WHERE. Provide location, bldg. number, and if lobby/outside/breakroom/etc.

WHY. What is the purpose of the fundraiser?

Who will be receive the funds that are raised?

If military, will they be in uniform?

If government employee, will they be raising funds during their work hours?

How many fundraisers has the organization that is conducting the fundraiser had in the past year?

Does the fundraiser target primarily AIT/IET Soldiers?

Is there a raffle as part of the fundraiser?

How many raffle tickets is the said fundraiser intended to sell?

Is there an admission fee for the event? If so, how much? Who is required to pay the admission fee?

Are tickets being sold for the fundraiser? If yes, how many tickets? If yes, how much does a ticket cost? If yes, who are tickets being sold to?

If prizes are being given away at the fundraiser, how were the prizes obtained?

What is the value of each individual prize?

Will there be food for purchase? (Please detail)

Do you have an individual that is certified with the Food Sanitation Certificate?

How is the fundraiser being advertised?

Provide a copy of any flyer or advertisement being used in conjunction with the fundraiser.

COVID19 Precautions. Please provide safety precautions for your fundraiser.

OTHER: Provide any other specific details about the fundraiser.

The point of contact for fundraiser approval can be reached at 520.533.2080.