



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT #15228  
APO AP 96271-5228

AMIM-HMW

20 July 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #23, Fundraising

1. References:

- a. DoD 5500.7-R, Joint Ethics Regulation (JER), 17 November 2011
- b. DoDI 1330.17, DoD Commissary Program, 18 June 2014
- c. DoDI 4525.09, Military Postal Service, 10 July 2018
- d. AR 1-100, Gifts and Donations, 7 February 2019
- e. AR 165-1, Army Chaplain Corps Activities, 23 June 2015
- f. AR 210-22, Private Organization on Department of the Army Installation, 22 October 2001
- g. AR 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, 24 September 2010
- h. AR 600-20, Army Command Policy, 6 November 2014
- i. AR 600-29, Fundraising within the Department of the Army, 7 June 2010
- j. AR 608-1, Army Community Service Center, 19 October 2017
- k. AR 930-4, Army Emergency Relief, 22 February 2008
- l. TB MED 530, Tri-Service Food Code, 1 March 2019

2. Purpose. To prescribe policies governing fundraising activities on United States Army Garrison Humphreys (USAG-H).

3. Applicability. This policy applies to all individuals, Private Organizations (PO), military units, and agencies such as, formal organizations, Soldier and Family Readiness Groups (SFRG), vendors participating in Humphreys Community Event, cup and flower funds that would like to fundraise on USAG-H.

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4. Authorized Fundraising. In accordance with (IAW) AR 600-29, the following five types of fundraising activities are authorized within the Department of the Army (DA):

a. Fundraising for the Combined Federal Campaign (CFC).

b. Fundraising approved by U.S. Office of Personnel Management (OPM) for an emergency or disaster appeal. OPM may authorize special approval for fundraising efforts.

c. Fundraising in support of the Army Emergency Relief (AER). Apart from CFC and OPM-approved fundraising, the AER annual campaign is the only fundraising the Army may conduct Army-wide.

d. Local fundraising. See paragraph 5 below.

e. Religious fundraising in connection with religious services and conducted IAW AR 165-1.

5. Local Fundraising.

a. Provided no on-the-job fundraising is involved, the following are examples of organizations that may conduct fundraising upon Garrison Commander (GC) approval:

(1) Fundraising conducted by organizations composed primarily of Army personnel or their Family members, among their own members, only to benefit welfare funds for their own members (including installation morale, welfare, and recreation activities, as provided in AR 215-1), among their own members (contractor employees cannot be members of these organizations), only to benefit welfare funds for their own members, and conducted in accordance with the general provisions of AR 600-29. These organizations also include informal funds, such as cup and flower funds, which must be conducted in accordance with AR 600-20. This provision includes fundraising activities such as bake sales, car washes, and other minor events to raise SFRG funds in support of an organization day or other activities.

(2) Occasional fundraising in support of SFRG in accordance with AR 608-1, command authorization of informal funds in accordance with AR 600-20, and other official fundraising by organizations composed primarily of DoD or DA employees or their Family members when fundraising among their own members or Family members for the benefit of their own welfare funds in accordance with DoD 5500.7-R.

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(3) Occasional fundraising in support of PO authorized to operate on USAG-H IAW AR 210-22 and USAG-H Policy Memorandum #19, Administration of Private Organizations, and other limited fundraising activities to assist those in need.

b. It is the responsibility of fundraising vendors to be aware of and operate in compliance with all references cited in paragraph 1, references.

c. Fundraisers within the organizational area for the unit informal fund or the SFRG informal fund, require approval from the Commander of that area only, unless the fundraiser is a car wash. In that case, approval must be obtained by the GC after receiving approval from the Chief, Environmental Division. Car washes will not be approved at facilities that do not comply with environmental regulations.

d. Those conducting fundraising activities within Family, Morale, Welfare, and Recreation (DFMWR) (e.g., Recreation Centers, Fitness Facilities or outdoor fields) may be charged a utilization fee IAW AR 215-1, paragraph 12-8.

e. Bagging groceries at the commissary is not a permitted fundraiser.

#### 6. Fundraiser Request Procedures.

a. To fundraise within Humphreys, a written request using one of the enclosed forms must be submitted to the DFMWR, Financial Management Branch (FMB). Requests will include the following information:

(1) Name of the organization.

(2) Proposed date, time, and duration of the event.

(3) Description of the purpose of the fundraising event (i.e., for what fund is money being raised and how funds raised will be used).

(4) Provide a listing of the items to be sold or services to be provided (e.g., bake sales, BBQ foods, dances, seasonal gift wrapping, etc.).

(5) Proof of Army and Air Force Exchange Service (AAFES) or DFMWR activity approval is required when fundraising activities will affect their facilities' operation (e.g., selling items or services that are provided by AAFES or DFMWR activity).

(6) Proof of location site approval.

(7) Name and phone number of a point of contact.

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b. Requests need to be submitted 21 working days in advance of the event to allow adequate time for review and approval.

c. If the fundraising activity involves food, you must submit a DD form 2970, application for temporary food establishment (Enclosure 2) approved by MEDCOM-K and follow TB MED 530, Tri-Service Food Code.

d. Organizations will not advertise (e.g., AFN-K, Morning Calm Newspaper, posters, flyers, etc.) the fundraiser prior to receiving written approval from the GC to conduct the fundraiser.

e. Submission of a fundraising request does not guarantee approval. Furthermore, fundraising requests during any of the service-relief fund annual campaigns for non-service relief purposes will be limited in scope and number.

#### 7. Prohibited Activities.

a. Individuals or organizations conducting fundraisers will not:

(1) Sell any alcoholic beverages.

(2) Conduct fundraising activities off the installation in any manner that violates Korean Law or the Status of Forces Agreement (SOFA).

(3) Conduct raffles, lottery, or door prize fundraisers without prior, separate, written approval from DFMWR and a legal review from the Consolidated Legal Office.

(4) Conduct drawings that include or target non-SOFA persons.

(5) Charge fees to enter USAG-H Installations or use facilities.

(6) Conduct fundraising in an official capacity or in military uniform.

(7) Conduct fundraisers for personal gain.

(8) Conduct door-to-door activities.

(9) Conduct fundraisers for educational services or child care services.

(10) Conduct a prohibited fundraising activity. A prohibited fundraising activity is any practice that involves compulsion, coercion, or other action that is contrary to the concept of true voluntary giving. These prohibited actions include, but are not limited to

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b. Solicitation of employees by their commander, supervisor, or any individual in their supervisory chain of command.

c. Supervisory inquiries about whether an employee chose to contribute, the amount contributed, or the organization(s) the employee contributed to.

d. Fair-share giving guides, when provided in CFC campaign materials, will not be represented or interpreted as individual assessments, quotas, or goals.

e. Developing and using lists of either non-contributors or contributors for purposes other than the routine collection and forwarding of contributions and allotments.

f. For military members, granting special favors, privileges, or entitlements, such as special passes, leave privileges, or the wearing of civilian clothing, that are inducements to contribute.

g. Harassing an individual through continued discussions, meetings, orientations, "counseling," or other methods to cause an individual to change his or her decision to give or not give. This restriction does not prohibit a keyworker from following up on a solicitation when, during the initial contact, the individual solicited had not indicated a decision, preferred to delay the decision until a later time, or was otherwise undecided.

h. Telling or leading an individual to believe, either directly or indirectly, that he/she is the only one, or one of a small number of people, preventing the achievement of an organizational goal, whether it is a participatory goal or a monetary goal.

i. Soliciting government contractors or other prohibited sources.

8. Point of contact is the DFMWR, NAF Support Manager at DSN 755-2686.

Encls

1. Humphreys Fundraising Request Form
2. DD Form 2970



SETH C. GRAVES  
COL, AG  
Commanding

DISTRIBUTION:  
USAG Humphreys Website

# USAG Humphreys Fundraising Request Form

Financial Management Branch, Family and MWR, DSN 755-2689 / 0503-355-2689

Request Date: \_\_\_\_\_

**Note: Requests need to be submitted 21 working days in advance of the event to follow adequate time for review and approval**

1. Organization Name: _____	2. Category: <input type="checkbox"/> SFRGs <input type="checkbox"/> POs
3. POC Information (Name/Phone/Email): _____	4. Name & Signature from Commander/Verifying Officials _____
5. Date/Time/Detail of Location: _____	6. Previous Fundraiser Date: _____

## 1. Details of the Fundraiser

a. Description of fundraiser: _____
b. Items to sell: _____
c. Purpose of fundraiser: _____
d. Plans to run fundraiser: _____
e. Raised funds be used for: _____

## 2. Organizations conducting fundraisers will not: Acknowledged:

Sell any alcoholic beverages and conduct fundraising in an official capacity or in military uniform	POC initial
Conduct fundraising activities off the installation in any manner that violates Korean Law or the Status of Forces Agreement (SOFA)	POC initial
Conduct raffles, lottery, or door prize fundraisers without prior, separate, written approval from DFMWR and a legal review from the Consolidated Legal Office	POC initial
Conduct drawings that include or target non-SOFA persons and Conduct door-to-door activities	POC initial
Charges fees to enter USAG-H installation or use facilities and Conduct fundraisers for personal gain	POC initial
Conduct fundraisers for educational services or child care services	POC initial
Conduct a prohibited fundraising activity. A prohibited fundraising activity is any practice that involves compulsion, coercion, or other action that is contrary to the concept of true voluntary giving	POC initial
If the event involves food, you will need copies of current food handler's cards on site and submitted with this request	
POs must be in approved status and good standing including reporting requirement, insurances and other responsibilities of POs	
We request authorization to hold a fundraising event on USAG Humphreys area. If approved, we further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss and liability, however caused, arising out of, or in any way connected to this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the organization, rather than the Army, would be liable.	POC initial

## 3. Required Signatures

<b>a. Location Manager Name &amp; Title</b> _____	<b>b. Contact Information</b> _____	<b>c. Signature</b> _____
d. <input type="checkbox"/> <b>Approved</b> <b>Remarks:</b> _____		
<input type="checkbox"/> <b>Denied</b>		

**2. SJA- Legal Reviewer Name/ Rank:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

The fundraising activity is in compliance with AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01. AR 600-29, Fund Raising within the Department of the Army, 7 Jul 10. AR 165-1, Religious Activities Army Chaplain Corps Activities, 23 June 15.

**Approved**    **Denied**   **Reviewer Signature:** \_\_\_\_\_   **Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**3. Director, Family and Morale, Welfare, and Recreation:**

**Approved**    **Denied**   **Signature:** \_\_\_\_\_   **Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

Approved / Disapproved \_\_\_\_\_

DANIEL M. HANCOCK  
Deputy to the Garrison Commander

**\*\* Approved request form must be posted to the public during the event as proof of approval\*\***

## APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT

*(Application requirements are outlined in Chapter 8, TB MED 530/NAVMED P-5010-1/AFMAN 48-147\_IP)*

*OMB No. 0702-0132  
OMB approval expires  
Jan 31, 2019*

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22350-3100 (0702-0132). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. **PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION.**

### INSTRUCTIONS:

The application is completed by the operator of the temporary food establishment (TFE). Separate applications must be submitted for each independently operated establishment regardless if managed by a single operator. Submit completed applications to the regulatory authority at least 7 days before an event. In addition, each operator must provide:

- A drawing depicting the operational layout of the temporary food establishment. The drawing should provide orientation to the following activities/areas: food storage, food preparation/cooking, food service, warewashing (if applicable), and employee handwashing;
- A drawing of the entire event area depicting the TFE site in relation to the potable water supply, electrical sources, the wastewater disposal area, lavatories, etc.

1. DATE SUBMITTED (YYYYMMDD)	2. NAME OF TEMPORARY FOOD ESTABLISHMENT
3. NAME OF OPERATOR OR OWNER	4. MAILING ADDRESS
5. TELEPHONE NUMBER	
6. NAME OF EVENT	7. DATE(S) AND TIME(S) OF EVENT/FOOD OPERATION
8. DATE AND TIME TFE WILL BE SET UP AND READY FOR INSPECTION:	

9. LIST ALL FOOD AND BEVERAGE ITEMS TO BE PREPARED AND SERVED. Attach a separate sheet if necessary.

*NOTE: Any changes to the menu must be submitted to and approved by the Regulatory Authority at least 24 HOURS prior to the event.*

(1)	(2)	(3)
(4)	(5)	(6)
(7)	(8)	(9)
(10)	(11)	(12)
(13)	(14)	(15)
(16)	(17)	(18)

10. Will all foods be prepared at the TFE site?  
 Yes – complete **Attachment A**       No\* – complete **Attachments A and B**

\* If No, the operator must identify the permanent food establishment where the food will be prepared; food establishments operating off the installation require additional assessment by the Regulatory Authority for approval.

11. Describe (be specific) how frozen, cold, and hot foods will be transported to the TFE (e.g., conveyance method & temperature controls):

## APPLICATION FOR TEMPORARY FOOD ESTABLISHMENT

12. How will food temperatures be monitored during the event?

13. Identify the sources for each meat, poultry, seafood, and shellfish item, and ice:

a. Item / Source	b. Item / Source
c. Item / Source	d. Item / Source
e. Item / Source	f. Item / Source

14. How many (total) food employees will be working at the TFE?

Using **Attachment C**, provide the names and phone numbers of all TFE workers (paid workers and volunteers).

15. How many handwashing facilities will be available for food employees? \_\_\_\_\_

Describe the location(s) and handwashing facility set up (type of device) to be used by the TFE employees:

16. Identify the potable water supply source and describe how water will be stored and distributed at the TFE. If a non-public water supply (well water) is to be used, provide the results of the most recent water tests.

17. Describe where utensil washing will take place. If no facilities are available onsite, describe the location of back-up utensil storage.

18. Describe how and where wastewater from hand washing and utensil washing will be collected, stored, and disposed:

19. Describe the number, location, and types of garbage disposal containers at the TFE and the event site:



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20. Describe the floors, walls, ceiling surfaces, and lighting within the TFE:

21. Additional information about the TFE that should be considered:

Number of attached continuation pages: \_\_\_\_\_

**22. APPLICANT STATEMENT:** I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from the Medical Authority or designated representative and the event sponsor may nullify final approval.

a. APPLICANT/OWNER SIGNATURE:

b. Date:

c. CO-APPLICANT/CO-OWNER SIGNATURE:

d. Date:

**23. REGULATORY AUTHORITY:** Approval of these plans and specifications by this Regulatory Authority does **not** indicate compliance with any other code, law or regulation that may be required (i.e., Federal, state, or local). Furthermore, it does not constitute endorsement or acceptance of the completed establishment (structure or equipment). A pre-opening inspection of the food establishment with equipment in place and operational will be necessary to determine if it complies with the Tri-Service Food Code and local and state laws governing food service establishments.

Approved	Disapproved
<p>Date (YYYYMMDD):</p> <p>Establishment Restrictions:</p>	<p>Date (YYYYMMDD):</p> <p>Reason(s) for Disapproval:</p>

24. AUTHORIZED DATES TO OPERATE

25.a. REVIEWER (*Print full name and rank*)

b. TITLE

c. SIGNATURE

d. DATE

**ATTACHMENT A - FOOD PREPARATION AT THE TEMPORARY FOOD ESTABLISHMENT**

**INSTRUCTIONS:** Indicate "N/A" if the action is not applicable to the operation. Where applicable, identify the type of method used and the name of the equipment used to conduct the action.

1. Food Item	2. Thaw (How and Where?)	3. Cut/Wash/ Assemble (Where?)	4. Cold Holding (How and Where?)	5. Cook (How and Where?)	6. Hot Holding (How and Where?)	7. Reheating (How?)	8. Commercial Pre-Portioned Package (Y/N)

**ATTACHMENT B - FOOD PREPARATION AT PERMANENT FOOD ESTABLISHMENT SUPPORTING THE TFE**

**INSTRUCTIONS:** Indicate "N/A" if the action is not applicable to the operation. Where applicable, identify the type of method used and the name of the equipment used to conduct the action.

1. Food Item	2. Thaw (How and Where?)	3. Cut/Wash/ Assemble (Where?)	4. Cold Holding (How and Where?)	5. Cook (How and Where?)	6. Hot Holding (How and Where?)	7. Reheating (How?)	8. Commercial Pre-Portioned Package (Y/N)

ATTACHMENT C - TEMPORARY FOOD ESTABLISHMENT EMPLOYEE LOG

1. Name (print first & last)	2. Date	3. Duty Assignment (Work Station)	4. Time In	5. Time Out