



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-MWB

OCT 10 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #81, Directorate of Family and Morale, Welfare and Recreation, Car Wash Fundraisers

1. The purpose of this memorandum is to establish guidelines for car wash fundraisers on Fort George G. Meade by registered private organizations (POs) and military units.

2. References:

a. AR 215-1, Military Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities, 24 September 2010.

b. AR 600-29, Fund-Raising Within the Department of the Army, 7 June 2010.

c. AR 210-22, Private Organizations on Department of the Army Installations, 22 October 2001.

3. The following guidelines have been established for car wash fundraisers:

a. Registered POs and military units will request approval to conduct car wash fundraisers on Fort Meade through the Directorate of Family and Morale, Welfare and Recreation (DFMWR).

b. DFMWR will begin accepting requests on 1 March each calendar year for car wash fundraisers. Car wash fundraisers may only be held from 1 May to 30 September.

c. Forward all requests for approval to conduct car wash fundraises to DFMWR, Attn: Car Wash Fundraiser Coordinator, 3rd Floor, Bldg. 4550 Parade Field Lane, Fort Meade, MD 20755-5070. Request may also be submitted via email to william.s.myers12.naf@mail.mil

d. Only two days per month may be requested.

e. All requests must include the point of contact's (POC) phone number and email address. DFMWR will notify military units and POs of approval.

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f. Approval will be maintained at the site for the duration of the event. In case of conflict the earliest dated approval will be honored.

g. The only site available for car washes is off Dutt Road. A pre-inspection at least a week prior to the event shall be conducted by the fundraiser POC to ensure the drain cover to the oil water separator is free and clear of debris to allow water to freely enter the below ground structure. Report a clogged drain to the DPW work order desk at (301) 677-1661. The attached Maryland Department of the Environment fact sheet, "Facts About: Car Washing Fundraisers," shall be read and initialed by all car wash participants and kept at the site during the event to ensure environmental awareness of the activity.

4. Registered POs and units will not prepare or sell food or beverages at the car wash site and must clean the location after each use.

5. Military units and POs shall not use on-site trash containers, but must bag and separate trash from recyclables. Trash can be placed in the nearest dumpster, but recyclables shall be taken to the outside recycling kiosk at the Recycling Center at 2250 Rock Avenue.

6. The Garrison Commander, may suspend, terminate, or deny approval to conduct car wash fundraisers at any time.

7. Questions should be addressed to the DFMWR, Car Wash Fundraiser coordinator at (301) 677-3831.

Encl



ERICH C. SPRAGG
COL, MI
Commanding

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