



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON WIESBADEN  
UNIT 29623  
APO AE 09005-9623

AMIM-WBG-ZA

20 November 2023

SUBJECT: Policy Letter #13 On-Post Private Organization Fundraising and Other Fundraising Activities

1. References:

- a. Department of Defense Directive (DoDD) 5500.7, Standards of Conduct, 29 November 2007.
- b. Department of Defense Instruction (DoDI) 1000.15, Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations, 24 October 2008.
- c. Army Regulation (AR) 1-10, Fundraising within the Department of the Army, 16 December 2022.
- d. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, 12 May 2022.
- e. AR 215-1, Morale, Welfare and Recreation Activities and Non-Appropriated Fund Instrumentalities, 24 September 2010.
- f. AR 600-200, Army Command Policy, 24 July 2020.
- g. Army Europe and Africa Regulation (AEA) 210-20, Private Organizations and Fundraising Policy, 4 April 2022.

2. Purpose: To establish procedures for fundraising on U.S. Forces installations in the United States Army Garrison Wiesbaden (USAG-W).

3. Scope: This policy is applicable to fundraising activities conducted within the USAG-W area of responsibility. It is the responsibility of every Private Organization (PO), unit, or Soldier Family Readiness Group (SFRG) within the USAG-W area to adhere to all applicable regulations, host nation laws, and to follow the applicable provisions of this policy.

4. Approval Authority:

- a. POs must have written approval from the Garrison Commander prior to engaging in any fundraising activity. This approval authority is delegated to the USAG-W PO

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Liaison. A legal review is required before any request to conduct a fundraising activity is approved.

b. Battalion-level Commanders or their equivalent may approve SFRG internal fundraising (i.e. participation restricted to members of the SFRG), after consultation with the local ethics counselor.

c. Fundraising internal to a unit amongst its own members for an informal fund established IAW AR 600-20, para. 4-20, may be authorized locally.

d. Other limited fundraising activities within the USAG Wiesbaden area of responsibility will be submitted to the Garrison Commander for approval in the same manner as PO fundraising.

#### 5. Procedures:

a. Requests to conduct fundraisers within USAG-W requiring Garrison Commander approval will be submitted to the USAG-W PO Liaison and will include:

(1) A memorandum addressed to the Garrison Commander requesting approval to conduct a fundraising activity.

(2) Written authorization from the facility manager to use the area where the fundraiser will take place.

(3) The memorandum requesting fundraising approval must include a detailed listing of dates, times, PO designation, scope, and purpose of the fundraiser. Also included must be the Names, phone number(s) and addresses of the primary Point of Contact (POC) and persons responsible for the fundraising event. Unit Commanders must endorse SFRG fundraisers.

(4) POs must provide a copy of their current liability insurance and the authorization to operate within USAG-W.

b. Requests for fundraisers should be made at least 30 days prior to the event. Requests received less than 30 days prior to the event may be denied due to insufficient processing time.

c. It is the responsibility of the PO to ensure that their authorization to operate within USAG-W is current. Only POs with a valid authorization may conduct fundraisers and only on installations where approval was granted.

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d. POs will ensure liability insurance covering their PO activities is in force prior to conducting fundraising or other authorized activities. Neither the United States Government, the Department of Army nor USAG-W will be liable for actions performed by the POs.

e. While conducting the fundraiser, POs must comply with the requirements and restrictions outlined in the DOD Directive 5500.07, AR 1-10, AR 210-22, AEA 210-20, and with all local fundraising policies implemented by the Garrison Commander.

f. While conducting fundraising activities on U.S. Forces installations in Europe, POs must post a copy of the written approval at every fundraising site.

g. POs must post a disclaimer on all promotional items clearly stating that the DA does not endorse their organization.

h. POs may not engage in any practice that involves compulsion, coercion, or other activities that are contrary to voluntary participation or giving.

i. POs may only accept donations from individuals who have status under the Status of Forces Agreement (SOFA).

j. POs may conduct fundraising activities only at designated locations on the installations. Fundraising activities are restricted to designated locations on U.S. Forces installations and may not take place in the Federal workplace. The Federal workplace includes areas in the immediate vicinity of Federal employees performing official duties.

k. Procedures for Raffles:

(1) POs may only sell raffle tickets to individuals who have status under the Status of Forces Agreement (SOFA) and who are 18 years of age or older.

(2) Raffle tickets may not be resold or given to other than eligible individuals.

(3) The maximum number of tickets for sale should be stated on the raffle tickets.

(4) POs may not re-sell or raffle off AAFES merchandise, Defense Commissary Agency merchandise, items imported through the Army Post Office or Military Postal System, or items purchased tax-free using a Value-Added Tax form.

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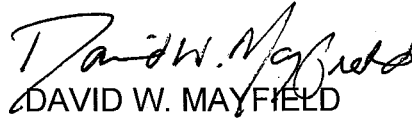
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l. POs may not use Government information systems (e.g., computer systems, e-mail, etc.) to support their fundraising activities.

m. Representatives of POs may not state or imply that the Army endorses the PO or any NFE that donated raffle prizes or other fundraising merchandise to the PO. POs may not name the donating NFE on promotional materials or displays for the raffle. All promotional items for the raffle or fundraising event must incorporate a disclaimer stating that the Army does not endorse the PO.

n. When the fundraising event is food sales, POs are required to submit their proposed menu at least 30 days in advance of the event to Family and MWR and AAFES. Family and MWR and AAFES will conduct a review of all menus to ensure there are no conflicts and no direct competition between POs and Family and MWR/AAFES food sales.

6. The point of contact for this policy is [matthew.a.dry.mil@army.mil](mailto:matthew.a.dry.mil@army.mil).

  
DAVID W. MAYFIELD  
COL, MI  
Commanding