



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BADEN-WUERTTENBERG
UNIT 29237
APO AE 09014-9237

IMEU-BW-ZA

7 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison (USAG) Baden-Wuerttemberg Command Policy Letter #26, Internal Unit Fundraising by Units and Family Readiness Groups for Informal Funds

1. References:

a. Army Regulation 600-29, Fund-Raising within the Department of the Army, 7 June 2010.

b. Army Regulation 600-20, Army Command Policy, RAR 27 April 2010.

c. DOD 5500.7-R, Joint Ethics Regulations, 2 July 2010.

2. Purpose. To establish an internal fundraising (IF) policy for units and Family Readiness Groups (FRGs) to conduct occasional internal fundraising.

3. Applicability. This policy applies to all units at installations under the control of USAG Baden-Wuerttemberg.

4. Policy.

a. The change to AR 600-29 effective 7 July 2010 requires legal review and Garrison Commander (GC) approval for all fundraising activities. This includes fundraising for informal unit funds and FRGs fundraising internally at the unit level, which previously could be approved by unit commanders.

b. This is a substantial change that expands the GC's control over unit IF fundraising. To address this change, the GC is issuing this policy for unit commanders and FRGs to be able to obtain general, conditional approval for their unit IF and FRG fundraising.

5. Procedure.

a. Any unit commander who wishes to obtain authority to approve his/her own unit IF and FRG fundraising must submit a memorandum to the GC acknowledging that all internal fundraisers will adhere to the requirements and restrictions set forth in this policy and will comply with the Joint Ethics Regulations and AR 600-29. To this end, the memo will state that all unit/FRG informal fundraisers will:

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- (1) Have written unit commander approval retained on record
- (2) Be strictly voluntary and non-coercive
- (3) Not solicit subordinates
- (4) Take place outside the normal duty day or during lunch and will not interfere with the unit's mission
- (5) Take place in the unit's designated common area and not in a federal workplace (any fundraising outside the unit's designated area will require GC approval)
- (6) Not involve the transfer of tax-free goods to unauthorized persons
- (7) Only be among the members of the unit or organization for the benefit of its own members.

b. Unit commanders requesting this conditional authorization to approve their own internal IF and FRG fundraisers must maintain a record of all fundraisers locally approved.

c. Requests for this approval authority should be submitted to Marcia Coldwells, the USAG-BW Private Organization and Unit Fund Liaison within the MWR Directorate.

6. Non-application of policy. This policy does not apply to private organizations (POs) or to FRG fundraising events that extend outside the FRG's own units or internal unit areas. Such activities are governed by AR 210-22 and AER 210-22 and continue to require the Garrison Commander's approval prior to fundraising.

7. Point of contact for this memorandum is the USAG-BW DFMWR Private Organization and Unit Fund Liaison, at DSN 373-5011.


BRYAN D. DECOSTER
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Commanding

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