

**DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION  
(DFMWR)**

**REQUESTS FOR FUNDRAISING EVENTS**

1. The Director of Family and Morale, Welfare and Recreation has been designated as the approval authority by the garrison commander, for matters concerning fundraising.

2. A request for approval of a fundraiser must be submitted in writing to Financial Management, Support Services Division, DFMWR. The request must:

- (1) Identify the sponsoring organization (WHO)
- (2) Describe the fundraising activity (WHAT)
- (3) Proposed location (WHERE)
- (4) Proposed date(s) (WHEN)
- (5) Describe the purpose of the fundraiser (WHY)
- (6) Name a point of contact.

Please fill out a fundraising request and email the request to DFMWR Fundraising Coordinator Lindsay Dunn at ([lindsay.m.dunn.naf@army.mil](mailto:lindsay.m.dunn.naf@army.mil)). Submit the request ten work days prior to the event for processing.

3. Bagging groceries at the Commissary as a fundraising event is restricted to organizations directly affiliated with military support mission and limited to one event per quarter, per company, weekends only, 1000-1600. Limitations were set in place to maintain the Bagger Program at the Commissary and it is not open to the public.

4. Car wash as a fundraiser is unauthorized as there is no approved site for the event.

5. Unit Informal Funds (i.e., Cup & Flour Fund) may conduct no more than four fundraisers on the installation during any calendar year. Each location/day count as one event (for example, 30 & 31 May 2020 at the Commissary & Exchange counts as four events).

6. Private organizations (POs), formally sanctioned to operate on the installation, may conduct no more than four fundraisers on the installation during any calendar year. Fundraising for POs in the workplace is not authorized and such fundraising by personnel while on duty is not authorized. For this purpose, the term "workplace" does not include parking lots or primary lobbies and corridors of buildings.

7. "The Army" does not conduct fundraisers. Units requesting approval of fundraisers must assure that anyone who participates does so strictly as a volunteer, without impairment to normal mission performance, and that any proceeds go to the unit's informal ("cup and flower") fund or the Family Support Group (Unit Readiness Group).

8. There will be no competitive fundraisers during the annual periods of the Combined Federal Campaign (CFC) and the service relief fund campaigns. Only fundraisers for MWR activities designated for support during those campaigns will be approved.

**REFERENCES:**

- a. Garrison Commander's Policy Memorandum no. 13, Subject: On-Post Fundraising.
- b. AR 600-29, Fund-Raising Within the Department of the Army
- c. Army Directive 2019-17