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APVG-CG

04 AUG 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Hawaii Policy Letter #5 - Family Readiness Group (FRG)
Fundraising

1. References:

- a. Army Regulation (AR) 600-29 (Fundraising Within the Department of the Army), 07 June 2010.
- b. AR 608-1 (Army Community Service), 13 March 2013.
- c. DoD 5500.07-R (The Joint Ethics Regulation (JER)), 17 September 2011.
- d. U.S. Army FRG Leader's Handbook, Fourth Edition, 2010.
- e. AR 1-100 (Gifts and Donations), 27 July 2015.
- f. AR 600-20 (Army Command Policy), 6 November 2014.

2. Purpose. To explain the proper procedures and limitations associated with fundraising by FRGs that operate on USARHAW installations.

3. Applicability. This policy applies to all FRGs associated with any unit that operates on a USARHAW installation.

4. Policy. There is no "right" to fundraise on an Army installation. All fundraising on post, aside from those events associated with the Combined Federal Campaign (CFC), must be approved by the Garrison Commander, and approval is completely within his/her discretion (authority to grant approval has been delegated to the Directorate of Family and Morale, Welfare, and Recreation (DFMWR)). Furthermore, all FRG fundraising must be approved by the FRG's respective unit commander before a request can be sent to the DFMWR for final approval.

- a. Frequency. Only occasional fundraising in support of FRGs is authorized. Unit commanders and the Garrison Commander shall determine the appropriate frequency of these events. All fundraising must be limited in number and scope during CFC periods.

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b. FRG Informal Funds.

(1) FRG fundraising must be for the benefit of an FRG's "informal fund" as opposed to a private charity, particular military member, etc.

(2) An FRG, if given approval from its unit commander, may establish one informal fund in a non-interest bearing account (at a financial institution). The unit commander will authorize opening the account and prepare a letter naming the fund's custodian and alternate (see paragraph 3) as persons authorized to sign checks drawn on the account. The commander will not be a signatory on the account. The monies in this account may not be comingled with personal funds, Morale, Welfare, and Recreation (MWR) funds, unit informal funds, or any other types of funds.

(3) The FRG's unit commander will designate a fund custodian (treasurer) and an alternate. The custodian and alternate must not be the unit commander, a deployable Soldier, or the FRG leader. The custodian will be responsible for custody, accounting, and documentation of the informal fund. The FRG informal fund and alternate are personally liable for any loss or misuse of funds.

(4) Reports. The custodian will provide informal fund reports to the unit commander monthly and as requested. An annual report on the FRG informal fund activity will be provided to the first colonel (O-6) commander or designee in the unit's chain of command no later than 30 January. These reports will summarize the informal fund's financial status, to include current balance, total income, and an itemized list of expenditures along with an explanation showing how the expenditures are consistent with the purpose of the FRG informal fund as established in the informal fund's standard operating procedure (SOP) (see paragraph 5).

(5) All FRG informal funds must have an approved SOP signed by the unit commander and approved by a majority of its members that documents the purpose of the particular fund, its functions, and a summary of its routine activities (AR 608-1, Appendix J- 7). An FRG informal fund SOP must contain the following statement: "this FRG informal fund is for the benefit of the FRG members only and is established exclusively for charitable purposes and to provide support to Soldiers and Family members as the Soldiers and Families adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government." An informal fund may only be raised and maintained for purposes consistent with its SOP.

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(6) All FRGs that maintain an informal fund will also maintain an "informal fund ledger" that will reflect the costs earmarked for each specific planned event.

(7) FRGs that operate on USARHAW installations have an informal fund annual income cap of \$5,000.00. In addition, the balance of the informal fund may not exceed \$5,000.00. This amount may be lowered by an FRG's unit commander. An FRG should only have a balance in its informal fund account when those funds are earmarked for a specific event.

(8) Unsolicited gifts or donations of money or tangible personal property valued at \$1,000.00 or less may be accepted by a unit commander as gifts to an FRG informal fund. However, a legal review must be conducted before acceptance, and the value of the gift will go towards the FRG informal fund's annual fund cap.

c. Authorized Uses of FRG Informal Funds. Purposes related to "family readiness," such as: purely social activities/outings (births, birthday parties, member welcome/departing parties, holiday parties, etc...); volunteer recognition (not otherwise funded with appropriated funds); FRG newsletters that contain predominantly unofficial information; and purchasing refreshments for FRG meetings.

d. Unauthorized Uses of FRG Informal Funds. Augmenting unit informal funds; paying for items that are authorize to be paid for with appropriated funds; paying for traditional military gifts like farewell gifts; funding unit balls; and, on USARHAW installations, funding child care for unit personnel or FRG members.

e. Fundraising Procedures.

(1) FRGs may fundraise from within the "local Army community," which includes Service members, DoD employees, and dependents on post. However, FRGs may not solicit any civilians who are not DoD employees or dependents.

(2) FRGs may not fundraise off post.

(3) If Soldiers participate in fundraising for an FRG they may not be in uniform. If they fundraise during the duty day, they must be in a pass or leave status.

5. This memorandum supersedes USARHAW Policy Letter #5, dated 5 November 2014 and remains in effect until superseded or rescinded in writing.

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6. The proponent for this policy is the USARHAW Office of the Staff Judge Advocate (OSJA), Administrative Law at (808) 655-6572.



CHRISTOPHER G. CAVOLI
Major General, USA
Commanding

2 Encls

1. Annex A to Policy Letter 5 (FAQs)
2. USARHAW Fundraising Guide

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