



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND - PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-MWN

02 OCT 2017

MEMORANDUM FOR United States Army Garrison, Hawaii Family Readiness Groups

SUBJECT: 2017 Schofield Barracks and Fort Shafter Holiday Gift Wrapping Fundraiser Program

1. Purpose. To provide the procedures to sanctioned United States Army Garrison, Hawaii (USAG-HI), Family Readiness Groups (FRG) for participation in the annual holiday gift wrapping fundraiser at the Schofield Barracks Main Exchange and Fort Shafter Market.
2. Facts.
 - a. FRGs authorized to operate on USAG-HI installations may participate in the annual holiday gift wrapping fundraiser sponsored by the Exchange, Hawaii by registering (see para 2j).
 - b. The Exchange will provide vendor space T-5 and T-6 (encl 1) outside of the Schofield Barracks Main Exchange mall and a designated location at Fort Shafter Market for gift wrapping to include the set up of two tables, four chairs, signage and an initial supply of American Greetings wrapping paper. In addition, a designated location will be provided by the Exchange for FRGs to store the tables, chairs and gift wrapping cart inside the mall at the end of the day. The point of contact for the Exchange is Esperanza "Pini" Duverney, Service Business Manager at (808) 423-7302, (808) 423-9279, and email at duverneye@aafes.com.
 - c. FRGs will be responsible for all additional gift wrapping supplies such as scotch tape, pens, gift tags, ribbons, and gift boxes. FRGs will be responsible for wrapping paper once the original supply provided by the Exchange is depleted. If the FRGs need to replenish wrapping paper, they may go to customer service and the Exchange will replenish wrapping paper if available. Signs may be affixed to the designated gift wrapping table only.
 - d. Prior to start of day the FRG point of contact (POC) will pick up the wrapping paper at customer service and sign in on the Exchange log sheet. At end of day FRGs will break down tables and chairs and place them inside the Exchange mall or Fort Shafter Market at the designated location. FRGs will return the unused wrapping paper and cart to the Exchange customer service desk during main store hours and sign out on the Exchange log sheet. FRGs will restore the vendor space to its original condition with all debris resulting from the activity properly disposed.
 - e. FRG members participating in the fundraiser are not permitted to bring children under 18 years of age to the gift wrapping sessions. No strollers, playpens, highchairs or tents are permitted at or by the gift wrapping tables.

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- f. Soldiers participating the in the fundraiser with FRG members may not participate in uniform.
- g. No solicitation of service is allowed (approaching customers, handing out flyers, or directing traffic to table). Patronage is voluntary.
- h. Fundraising is for donations only; no price can be set.
- i. FRGs who fail to comply with the rules will forfeit their participation in the ensuing year's gift wrapping fundraiser program.
- j. Directorate of Family and Morale, Welfare and Recreation (DFMWR) will accept requests from 09 October 2017 thru 10 November 2017 via the Installation Fundraising Coordinator at: usarmy.wheeler.imcom-pacific.mbx.fundraising@mail.mil. Requests will not be accepted over the telephone, in person, or by fax and must be received by close of business 10 November 2017.
- k. FRGs will complete a USAG, Hawaii Fundraising Request form (DFMWR-NSM-01, DEC 14) explaining the purpose of their fundraiser (what funds will be used for) and choice of location (encl 2). Item 11b should contain the email address of the point of contact (POC). The form must contain the Company Commander's signature. Note: The designated POC on the request form must be present during the assigned fundraising shift.
- l. Companies without FRGs may submit a request for consideration indicating that no FRG has been established. All stated rules, documentation and deadlines apply.
- m. Forms that have been submitted for previous fundraisers will not be accepted.
- n. DFMWR will conduct a random drawing on 15 November 2017 to assign participating FRGs with their gift wrapping dates/times. All participating FRGs must have a representative present for the drawing. The drawing will be held at 1300, DFMWR Training Room, 350 Eastman Rd, Bldg. 547, Wheeler Army Airfield.
- o. FRGs will be allocated one date for gift wrapping at the company level. It is the responsibility of the units to ensure that time slots are covered for the entire day.
- p. If open dates are still available after the random drawing, there will be an additional opportunity to participate in the fundraiser.
- q. FRGs who fail to use their allotted date and/or time without notifying DFMWR in writing at least three (3) working days prior will forfeit their participation in the ensuing year's gift wrapping fundraiser program.
- r. Gift wrapping at Fort Shafter Market will be available 26 November 2017 to 24 December 2017 from 0700-1900 (Monday-Friday), 1000-1700 (Saturday-Sunday) and is subject to change.


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s. Gift wrapping at Schofield Barracks will be available 24 November 2017 to 24 December 2017 from 0900-2000 (Monday-Thursday), 0800-2000 (Friday-Saturday), 1000-1800 (Sunday), and is subject to change.

3. Previous Schofield Barracks Community Gift Wrapping Fundraising Activities Information Papers and Memorandums are obsolete. An example of the fundraising request form is available at <http://hawaii.armymwr.com/pacific/hawaii/contact-us> under the fundraising section.

4. Point of contact for this memorandum is Ayana Brown, Fundraising Coordinator at (808) 656-0104.

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as



SUZANNE V. KING
Director, Family and Morale,
Welfare and Recreation

USAG, HAWAII FUNDRAISER REQUEST

For use of this form, see AR 608-1 and AR215-1; proponent agency is DFMWR

1. THE ORGANIZATION LISTED BELOW WOULD LIKE TO HOLD A FUNDRAISER ACTIVITY ON THE DATE INDICATED:

a. Name of Organization

b. Address

c. Date of Fundraiser

To be determined at drawing

d. Time of Fundraiser

To be determined at drawing

2. FUNDS ARE BEING RAISED FOR: FRG Informal Fund

Comments:

3. REASON FOR FUNDRAISER: FRG Social

Comments:

4. THE TYPE OF FUNDRAISER TO BE HELD IS: FRG Gift Wrapping

Comments:

2017 FRG Holiday Gift Wrapping

*Approval must be coordinated through Preventive Medicine. Approval provided within 3 weeks. Allows for staffing with SJA and other agencies.

5. FUNDRAISER WILL BE HELD AT: Schofield Barracks Main Exchange Entrance

Comments:

DFMWR approval does not constitute coordination/approval to use any area or space. You are still required to coordinate the use of any activity's space with the manager of that activity.

7. PREVENTIVE MEDICINE: All food sales requests must be approved by Preventive Medicine prior to DFMWR approval. This includes bake sales outside the unit area. A food handler's certificate will be required. For more information and approval call TAMC Preventive Medicine at (808) 433-9943.

8. UNIT INFORMAL FUND: Fundraisers must have the approval of the Unit's Commander prior to scheduling. All monies generated from fundraisers must be deposited to the unit informal fund within (1) working day following the event and the receipt will be made available upon request.

9. OPPORTUNITY DRAWINGS: Please include a copy of the ticket to be used, a list of prizes with dollar value, how the tickets will be distributed, by whom, where and how will the drawing be conducted. For all opportunity drawings, please remember, tickets must be free. A donation for a ticket maybe accepted: however, you cannot suggest or specify an amount for any donation in advertising, verbally, or on the tickets. Requests for donations may not take place in the workplace (this includes the unit areas and barracks) or in any residence in the housing area at any time. Participants must be 18 years of age or older. The drawing must not give the appearance of a lottery or violate the DoD Joint Ethics Regulation. **Illegal lotteries are punishable under State of Hawaii Law.**

10. CAR WASHES: The two authorized locations for car wash fundraisers are at Schofield Barracks on A Road and Fort Shafter off of Wisser Road in accordance with the State of Hawaii Storm Water Permit under the Clean Water Act (see maps on www.himwr.com). **Any other unauthorized car wash location is subject to a fine of \$25,000 per occurrence, per day by the EPA, Federal Government or the State of Hawaii.**

11. POINT OF CONTACT:

a. Name of POC

b. Mailing address

c. Telephone Number

12. UNIT COMMANDER or PRESIDENT Statement: I, certify that the following required documents are current and on file for inspection:

- ☒ Unit/FRG Informal Fund Memo
☐ Assumption of Command Memo
☒ FRG Standard Operating Procedures

- ☐ Liability Insurance (Private Organizations)
☐ Liability Waiver (Private Organizations)
☒ Annual Fundraising Threshold Has Not Been Exceeded

a. Signature

b. Printed Name

c. Date

13. APPROVAL:

a. Unit Fund Manager/Treasurer's Signature

b. Printed Name

c. Date

b. Preventive Medicine Signature (food sales)

b. Printed Name

c. Date

c. Activity Manager Signature

b. Printed Name

c. Date

d. Directorate of Family and Morale, Welfare and Recreation Signature

b. Printed Name

c. Date

For more information call: (808) 656-0104

Submit form to: Fundraising Coordinator, DFMWR, 350 Eastman Rd., Bldg. 547, WAAF, Schofield Barracks, Hawaii 96857



SCHOFIELD MALL ENTRANCE



TIN HUT # 3

T-7

T-8

T-6

T-5

T-4

T-9

T-10

Grassy Area

T-2

T-3

T-1

Grassy Area

Side Walk

Side Walk

