



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HI 96857-5013

AMIM-HIG-ZA

15 JUN 2026

MEMORANDUM FOR All Military Personnel, Department of War (DoW) Civilian Employees and Non-Federal Entities (NFE) within United States Army Garrison (USAG) Hawaii Installations

SUBJECT: USAG Hawaii Policy Memorandum (PM)-12 (Fundraising on USAG Hawaii Installations)

1. References.

- a. Department of Defense (DoD) 5500.7-R (Joint Ethics Regulation), 15 May 2024.
- b. Title 5, Code of Federal Regulations, Part 950, Solicitation of Federal Civilian and Uniformed Service Personnel for Contributions to Private Voluntary Organizations.
- c. Army Regulation (AR) 210-22 (Support for Non-Federal Entities [NFE] Authorized to Operate on Department of the Army Installations), 12 May 2022.
- d. AR 215-1 (Morale, Welfare, and Recreation [MWR] Activities and Nonappropriated Fund Instrumentalities [NAFIs]), 24 September 2010.
- e. AR 600-20 (Army Command Policy), 24 February 2025.
- f. AR 1-10 (Fundraising Within the Department of the Army), 22 December 2025.
- g. AR 1-100 (Gifts and Donation), 21 May 2025.
- h. U.S. Army Hawaii, APVG-GG Memorandum (Policy Letter #8 - Family Readiness Group [FRG] Fundraising Policy), 5 June 2019.
- i. Army Directive 2019-17 (Change to the Soldier and Family Readiness Group [SFRG] Program), 01 April 2019.
- j. AR 608-1 (Army Community Service), Appendix J, 19 October 2017.

2. Purpose. To provide fundraising procedures to USAG Hawaii Units, SFRGs, and NFEs authorized to conduct business on installation.

3. Applicability.

a. This policy applies to all fundraising on USAG Hawaii Installations involving military organizations, NFE otherwise known as private organizations, informal funds, and other activities operating on USAG Hawaii Installations.

b. This policy does not apply to chaplaincy collections conducted during services or special events conducted by the Directorate of Family and Morale, Welfare, and Recreation (DFMWR) Fund.

c. Similarly, this policy does not regulate fundraising by off-post organizations and activities, which are governed by AR 1-10 (Fundraising Within the Department of the Army), DoD 5500.7-R (Joint Ethics Regulation) § 3-211, and other regulations.

4. Policy.

a. In accordance with AR 1-10 (Fundraising Within the Department of the Army), fundraising activities will only be authorized on an occasional basis for Units, SFRGs, and NFEs in accordance with this policy memorandum.

b. Units, SFRGs, and NFEs must obtain approval from the appropriate authorities prior to conducting a fundraiser (see section 5.). Conducting fundraisers without approval will result in suspension of privileges and potential administrative action.

c. Soldiers may only fundraise under the following conditions:

(1) Soldier's participation is voluntary.

(2) Must be off duty and not in uniform while participating in fundraising activities.

(3) The collection of dues (voluntary contributions from NFE members) for informal funds does not constitute fundraising.

(4) Fundraising activities must be infrequent and of short duration, may not adversely affect the performance of the mission, and should be limited in number and scope during the Combined Federal Campaign (CFC), IAW AR 1-10 (Fundraising Within the Department of the Army).

(5) Supervisors will not solicit subordinates to donate to a particular fundraising event, nor will they require Soldiers to participate in fundraising activities.

d. Special favors for donations are prohibited. For example, personnel who donate will not be excused from physical training, given a pass, or excused from wearing the appropriate military uniform.

e. No fundraising may occur in the federal workplace. Federal workplace is the area within federal property or unit areas where Soldiers and federal employees perform normal

mission functions. Examples of prohibited areas include offices, conference rooms, medical treatment facilities, staff areas, arms rooms, and other locations where employees perform their normal duties.

(1) Subject to the limitations set forth in this guidance, areas that are generally not used for the performance of normal duties, such as public lobbies, parking lots, picnic areas, break rooms, break areas, and other locations are appropriate for fundraising activities.

(2) Exceptions to this are the Army Emergency Relief (AER), the Combined Federal Campaign (CFC), and Office of Personnel Management (OPM) approved disaster relief IAW AR 1-10.

e. No door-to-door solicitation, sales, or fundraising of any kind is permitted on USAG Hawaii Installations.

f. Car Wash Fundraisers. Only Units/SFRGs may hold car washes as fundraising activities provided, they are held in an approved location and follow the established Installation car wash policies and procedures (see Enclosure D). Car washes may not be conducted within the unit area. For environmental safety, the designated location for car wash fundraisers on Schofield Barracks is the community car wash near Foote Gate and the Army and Air Force Exchange Services (AAFES) gas station (see Figure D-1). The designated Fort Shafter car wash location is located on Wisser Road, behind building 525 (see Enclosure D-2).

g. Commissary Bagging Fundraisers. Only Units may bag groceries as a fundraising activity at the Schofield Barracks Commissary and must follow the established commissary bagging procedures (see Enclosure E). Bagging groceries outside of USAG Hawaii Installations is prohibited; Pearl Harbor, Joint Base Pearl Harbor-Hickam, and Kaneohe Marine Corps Base Commissaries are not authorized locations.

h. Food/Bake Sale Fundraisers. Units, SFRGs, and NFEs may sell baked items such as brownies, puffed rice treats, homemade cookies, and pies, subject to the following restrictions:

(1) Must comply with the applicable regulations on food handling, (see Enclosure C).

(2) Alcohol cannot be sold by a Unit, SFRG, or NFE. Only DFMWR and AAFES have the authority to sell alcohol within USAG Hawaii.

i. Opportunity Drawings guidance and instructions, (see Enclosure F).

j. Other Fundraisers. Creative fundraising is encouraged, provided it complies with these policies. Profitable and unique fundraising ideas include auctioning off pies to throw at volunteer targets or auctioning off services from volunteer unit or SFRG members such

as cleaning houses, making dinner, singing telegrams on Valentine's Day, etc. Unit legal advisors should be consulted concerning the legality of any unique fundraising event.

k. Donations.

(1) Solicited Donations. Units and SFRGs may not solicit donations from outside of the Department of War. That means no soliciting off-post, but it also means no soliciting of contractors or on-post businesses including AAFES, the Commissary, and DFMWR activities. In addition, solicitation is not allowed inside the federal workplace, unless soliciting contributions from unit informal fund members.

(2) Unsolicited Donations. Unit commanders may accept an unsolicited gift or donation of money or tangible personal property of a value of \$1,000 or less for its SFRG informal fund after consultation with the unit ethics counselor (see AR 608-1 [Army Community Service], appendix J, paragraph J-7f). All other unsolicited gifts of any kind directed to a SFRG require coordination with the Command Gift Coordinator, receive legal review, and must be approved by an appropriate gift approval authority consistent with AR 1-100 (Gifts and Donations).

l. Exceptions. Requests for exceptions to this policy must be submitted in writing to the Garrison Commander.

5. Responsibilities.

a. Unit Commanders: Process Unit/SFRG requests for fundraisers within their own unit area or "unit footprint". Unit fundraisers conducted within the unit area must have permission from the commander of that unit, and do not need to go through USAG Hawaii approval procedures outlined in section 6. a.- d. of this policy. Commanders are advised to obtain a legal review of their proposed fundraising activity from their servicing legal advisor. Units/SFRGs must also comply with the applicable regulations on food handling (see Enclosure C) and must have an established Informal Fund (see section 6. e.).

(1) Definition of Unit Footprint. The real estate and facilities that are permanently occupied by a brigade or similarly situated unit. This includes the buildings, common areas, barracks, and motor pools.

b. DFMWR: Process Unit/SFRG requests for fundraisers outside of unit areas and fundraisers submitted by NFE authorized on installation. On behalf of the USAG Hawaii Garrison Commander, DFMWR is the delegated authority to approve local fundraising activities. DFMWR will obtain a legal review of the proposed fundraising activity from the Office of the Staff Judge Advocate (OSJA).

6. Procedures.

a. Submitting a Fundraiser Request.

(1) For fundraisers outside of a unit area, electronically send a request to the DFMWR Fundraising Coordinator at usarmy.wheeler.id-pacific.mbx.fundraising@army.mil at least 10 business days prior to the proposed fundraising date. See section 6. e. for specific forms based on fundraiser type. The following approvals/documents must be obtained prior to submission and submitted as part of the fundraising request:

(a) The unit commander/NFE leadership approval. On fundraising request form or in a unit commander/NFE signed memorandum detailing the fundraising activities, whichever is applicable based on type of fundraiser.

(b) Concurrence from the manager of the location chosen for the fundraiser, as they may have special requirements and/or restrictions. Concurrence must be notated on fundraising request form or in an email. See section 6. d. for specific points of contact (POC).

(c) Obtain a food handler's certificate from Tripler Army Medical Center-Environmental Health (TAMC-EH) or an American National Standard Institute (ANSI) accredited course, if handling food.

(d) Coordination with other applicable agencies.

(2) Once all necessary documents are provided, the DFMWR Fundraising Coordinator will obtain a legal review of the proposed fundraising activity from the Office of the Staff Judge Advocate (OSJA).

(3) DFMWR Fundraising Coordinator will route fundraising documents and legal review for decision.

(4) DFMWR will provide the requestor and location manager with a decision memorandum/letter and completed request form.

e. Required Request Forms.

(1) Car Wash/Commissary Fundraisers. Fundraiser request form DFMWR-NSM-02, (see Enclosure B-1). Section 12.a. and 13.b. of the request form must be certified/signed by the respective authorities prior to submission.

(2) For all other fundraising requests (i.e. food/bake sales, tournaments, etc.), complete the Special Fundraisers Request Form (see Enclosure B-2). This request must be accompanied by a unit commander/NFE approved memorandum/letter that contains the following information:

(a) Type of fundraiser, including details on how the funds will be raised

(b) Date and location of fundraiser

(c) What the funds will be used for

(d) Point of contact information

d. Location Manager POC.

(1) AAFES (the Main Exchange), the Fort Shafter Market and the Paradise Express facility must be coordinated with the Services Business Manager of Hawaii Exchanges by email at xypachawaiiservices@aafes.com or call (808) 423-7302 ext. 223 or (808) 423-8632.

(2) Schofield Barracks Commissary must be coordinated with the Defense Commissary Agency (DeCA) Store Manager at (808) 458-7410 ext. 3004.

(3) Car Wash/Commissary Bagging must be coordinated with the DFMWR Fundraising Coordinator by email at usarmy.wheeler.id-pacific.mbx.fundraising@army.mil or call (808) 787-1278.

(4) For any other location, inquire with the DFMWR Fundraising Coordinator for the POC.

e. Informal Fund Procedures.

(1) All unit fundraising proceeds must be deposited into a unit informal fund. An informal fund may be created by a commander at any unit level. For example, a company commander may authorize the creation of an informal fund for a platoon in their company. Moreover, a unit is not limited to a single informal fund; the commander may create several unit informal funds. Funds must have a designated purpose, and use must be limited to expenses that are consistent with the purpose and function of that fund. Purpose and function should be documented in a formal Standing Operating Procedures (SOP) document signed by the commander, (see Enclosure A for guidance and Enclosure A-1 for an example).

(a) Funds collected in the form of dues or other collections will be used for expenses consistent with the purposes and function of the informal fund. Collection of dues is not fundraising. The fund's custodian should handle the collection of dues. (See Enclosure A-1, paragraph 4.) Commanders are responsible for monitoring the activities of any informal funds operating within their organizations.

(b) Per AD 2019-17 (Change to the Soldier and Family Readiness Group (SFRG) Program), SFRG informal funds will not exceed a cap of \$10,000 at any given time in a calendar year from all sources. Brigade or equivalent commanders have the authority to grant an exception for an increase up to \$25,000 for a period not to exceed 3 months. Brigade or equivalent commanders can renew this exception once every 6 months.

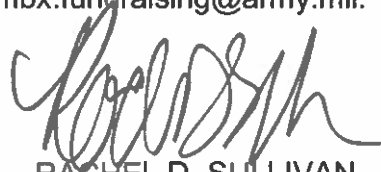
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SUBJECT: USAG Hawaii Policy Memorandum (PM)-12 (Fundraising on USAG Hawaii Installations)

7. Effective. This policy memorandum is effective immediately and supersedes Policy Memorandum USAG-HI 18, dated 10 Nov 22 and remains in effect until superseded or rescinded in writing.

8. Proponent. The proponent of this policy is the DFMWR, USAG Hawaii.

9. The point of contact for this policy is the DFMWR Fundraising Coordinator at (808) 787-1278 or email at usarmy.wheeler.id-pacific.mbx.fundraising@army.mil.



RACHEL D. SULLIVAN
COL, CA
Commanding

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DISTRIBUTION
Electronic Media

Establishing an SOP for an SFRG or Unit Informal Fund

1. In General.

a. The Army is permitted to fundraise under the most limited conditions. Therefore, because a Soldier and Family Readiness Group (SFRG) or unit is an official part of the Army, it is likewise limited and may not generally fundraise to pay for social events, gifts, food entertainment, or other personal expenses.

b. Commanders may, however, establish an informal fund to support the unofficial activities of SFRGs or Unit members. Informal funds-often referred to as "cup and flower" funds-are authorized by AR 600-20 (Army Command Policy), paragraph 4-20. Traditionally, they have not been used as a tool to fundraise-rather, they have most often simply accepted dues or other contributions from members from which cards, flowers, and certain types of gifts for members of the unit are purchased. Informal funds may, however, receive monies collected through more traditional fundraising projects.

c. An SFRG or Unit may have an informal fund and fundraise on behalf of its members under the following conditions:

(1) The commander establishes an SFRG or unit informal fund with a written SOP.

(2) The SOP establishes the purpose of the informal fund. Any monies distributed from it must be used consistently with those purposes to benefit the members of the SFRG or unit.

(3) For SFRG informal funds, the SOP must include the following minimum information/statement, IAW AR 608-1 (Army Community Service), Appendix J, para. 7(c)(3):

(a) Unit informal fund/SFRG-name,

(b) A description of the SFRG's purpose and functions,

(c) A summary of SFRG's activity for which the funds are collected,

(d) The following statement: "This SFRG Informal fund is for the benefit of its 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."

(4) The informal fund may not exceed \$10,000.

(5) The informal fund should be kept in a non-interest-bearing bank account. The commander must appoint in writing at least two fund custodians (primary and alternate) to account for funds and to ensure they are spent in accordance with applicable guidance and the informal fund SOP. Commanders should monitor the informal fund upon the change of custodians or command.

(6) The custodian should apprise the commander annually of the fund's financial status, IAW AR 600-20 (Army Command Policy), para. 4-20.

2. SFRG and Unit Informal Fund Example, IAW AR 600-20 (Army Command Policy), para. 4-20 and 608-1 (Army Community Service), App. J, para. 7, (see Enclosure A-1).

3. Fundraising Coordinator can be contacted at (808) 787-1278 or email usarmy.wheeler.id-pacific.mbx.fundraising@army.mil.



SOP EXAMPLE

DEPARTMENT OF THE ARMY
UNIT'S INFORMATION/ADDRESS
SCHOFIELD BARRACKS, HAWAII 96857

OFFICE SYMBOL

MEMORANDUM FOR (EXAMPLE FOR STANDING OPERATING PROCEDURES (SOP))

SUBJECT: SOP for Soldiers and Family Readiness Groups (SFRGs), Unit Name of the Soldier and Family Readiness Group, TYPE NAME

1. NAME OF THE INFORMAL FUND: The name of this fund is the Informal Fund of the SFRG, TYPE NAME OF SFRG.

2. PURPOSE. The purpose of the fund is to provide support to the Soldier and Family Readiness Group TYPE NAME OF SFRG. This fund provides support which supplements the official support the SFRG receives from appropriated fund sources. This SFRG informal fund is for the benefit of the SFRG 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.

3. FINANCES. The fund will generate revenue through the collection of dues and approved fundraisers.

a. Funds raised shall be in support of the purposes of this fund: holiday parties; other parties or outings; newsletters that contain predominantly unofficial information; non-ACS sponsored volunteer recognition events; supplemental unit send-off and welcome home activities; and purely social activities, such as baby showers, birthday parties, pizza parties, and potluck dinners.

b. These funds will not augment other unit informal funds, such as the unit's "cup and flower" informal fund. SFRG informal funds will not be used to purchase gifts for traditional military gift giving occasions, such as soldier farewells that are not related to the unit SFRG

c. These funds will not be used to purchase items or services that may be paid for with appropriated funds.

d. This fund is capped at \$5,000. If the balance exceeds \$5,000, the fund will reduce the amount to appropriate levels.

e. To the extent possible, informal funds will be collected for a specific goal, event, or activity, keeping in mind that the purpose of the funds is to benefit members as a whole.

4. FUND CUSTODIAN.

a. The unit commander will designate in writing a fund custodian and an alternate fund custodian. The custodians are liable for any loss or misuse of funds. Non-military fund custodians should be registered as volunteers (10 U.S.C. § 1588) through the installation volunteer coordinator at Army Community Service.

b. The unit commander will authorize the opening of a bank account and will designate in writing the persons authorized to write checks on the account. The account will be in the name of this informal fund; the unit commander or deployed soldiers will not be signatories on this account.

c. The custodian will report to the unit commander at least monthly. Reports are also required upon change of command, change of custodian, and whenever there is suspicion of irregularity. The reports are not formal audits, but will summarize the fund's financial status, to include current balance, total amount earned, and itemized expenditures.

d. Formal accounting procedures are not required.

e. The funds will not be deposited with or mixed with personal funds, unit MWR funds, or any other informal funds. The funds will not be deposited in interest or dividend bearing accounts.

5. FUND-RAISING ACTIVITIES.

a. Requests to conduct fundraising activities outside of the unit area of TYPE LOCATION shall be submitted to the Fundraising Coordinator at (808) 787-1278 or email usarmy.wheeler.id-pacific.mbx.fundraising@army.mil

b. The unit will not engage in resale activities at any time, or duplicate or compete with MWR Nonappropriated Fund activities or the Army and Air Force Exchange Service.

c. The unit will not conduct any external fund-raising activities outside the installation. For example, the unit shall not contact off-post businesses for donations, conduct car washes outside the installation, or participate in bake sales, or concessions sales outside the installation.

6. GENERAL.

a. The Custodian will send a copy of this SOP to DFMWR, NAF Support Services, and shall also inform DFMWR in writing of any changes in the fund's scope or activities.

b. The Informal Funds may be dissolved with the consent of a majority of its members.

7. The SOP for the Informal Fund of the SFRG of TYPE NAME was approved on DATE by a majority of its members.

8. Upon a change of command, the outgoing commander will inform the incoming commander of the existence of this informal fund.

FUND CUSTODIAN
[Signature Block]

COMMANDER
[Signature Block]

Car Wash/Commissary Request Form

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	d. Time of Fundraiser	
2. FUNDS ARE BEING RAISED FOR: Other, specify below		
3. REASON FOR FUNDRAISER: Other, specify below		
4. THE TYPE OF FUNDRAISER TO BE HELD IS: Other, specify below		
*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: Other, specify below		
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) 433-8943.		
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 may be 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 Visser 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. Email 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 ☐ Liability Insurance (Private Organizations) ☐ Assumption of Command Memo ☐ Liability Waiver (Private Organizations) ☐ FRG Standard Operating Procedures ☐ 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) 787-1278

Submit form to: Fundraising Coordinator, DFMWR, at usamy.wheel@rd-pacific.mbx.fundraising@army.mil

DFMWR-NSM-02, 07 MAY 2026



U.S. ARMY GARRISON HAWAII REQUEST TO ENGAGE IN FUNDRAISING ACTIVITY

Name of _____ Date of _____
 Organization: _____ Event: _____

Location _____ Time _____
 of Event: _____ From: _____ To: _____

Briefly describe fundraising plan:

<Items or Services Offered>	<Price Range or Donation>
_____	_____
_____	_____
_____	_____

Proceeds will go to: _____

Point of Contact:

Typed Name Date	Phone #	Signature
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Location:	Name:	Phone:	Signature:	Date:	Concur	Non-concur
AAFES						
DeCA						
Location Manager						
Fundraising Coordinator						
OSJA						
Director of DFMWR						

After Action Report must be submitted to Business and Nonprofit Liaison within 10 days after the event date

COMPLETE CAUTIONARY STATEMENTS

The Non-Federal Entity (NFE), Soldier and Family Readiness Group (SFRG), and Unit POC must initial all cautionary statements.

By initialing and signing below I agree to comply with the following fundraising rules for fundraising that occurs on U.S. Army Garrison (USAG) Hawaii per Army Regulation (AR) 1-10 (Fundraising Within the Department of the Army), 22 December 25.

a. All Garrison approved fundraising must be restricted to USAG Hawaii and not take place in the Federal workplace. Unless within the Unit/SFRG footprint.

b. NFEs, SFRGs, and Units may not sell alcoholic beverages or tobacco products at any time. See AR 210-22 (Support for NFE authorized to Operate on DOA Installations), para. 5-1 (c)

c. The event will benefit the military community.

d. Government employees (military and civilian) can raise funds for a NFE in their personal capacity and on personal time, but they may not use their official title, position, or authority to fundraise, nor may they solicit subordinates or prohibited sources.

e. NFEs, SFRGs, and Units who engage in any fundraising event without the prior written approval of the USAG Hawaii Garrison Commander (GC) or designee will result in suspension of privileges and potential administrative action.

f. Must obtain written approval for the fundraiser from the GC or designee and post the approval letter and food handlers certificate (if applicable) at the fundraising site. See (AR) 1-10 (Fundraising Within the Department of the Army), para. 2-1.

POC Name: _____

Signature: _____

POC Position: _____

POC Phone #: _____

COMPLETE FUNDRAISING REQUEST FORM ON FRONT PAGE

**Tripler Army Medical Center (TAMC)
Food Handler's Course Instructions**

Please contact POC below for any questions or issues with TAMC Food Handlers Course. The Directorate of Family and Morale, Welfare, Recreation is not the manager of the course.

Directions to register for TAMC Food Handlers Course and to receive a Food Handler's certificate:

1. Request training slides and test from SGT Tucker, allison.m.tucker5.mil@health.mil.
2. Submit test to the TAMC-Environmental Health (EH) office for grading.
3. Once test is passed, a Food Handler Certificate will be issued.
4. Annual recertification follows the same process as initial certification.
5. If you have any questions, please contact:
 - a. Primary: SGT Allison Tucker, Environmental Health NCOIC, at allison.m.tucker5.mil@health.mil or call (808) 433-6694.
 - b. Alternate: SGT Eddy Trujillo, at eddy.trujillo.mil@army.mil.

CAR WASH INSTRUCTIONS

Only Units/SFRGs

Informal Funds will abide by established procedures in requesting and conducting a car wash fundraising event as outlined in the memorandum for Installation Fundraising Procedures. Basic guidance and instructions are as follows:

1. Due to environmental regulations, cars will ONLY be washed at the following authorized Community Car Wash Locations:
 - a. Schofield Barracks: Located on A Rd between Lyman Rd & Kolekole Ave
 - b. Ft Shafter: Located in the parking lot behind Bldg. 525 on Wisser Rd. NOTE: The unit will be responsible for coning off the authorized area the evening prior to the scheduled car wash. Use of the grassy area adjoining the site is not permitted.
2. Car washes will be conducted between the hours of 0900 – 1530, Monday – Sunday.
3. Only biodegradable detergents that are environmentally safe, such as Simple Green, will be used at the car wash. Units must provide and use flow stop spray nozzles and water buckets and practice water conservation.
4. Cooking on site is not permitted. The sale of foods, drinks, or any other products are not permitted without prior written approval. If approved, the following conditions apply:
 - a. All participants handling food must hold a valid Food Handler's certificate and is on file with Tripler Medical Center Preventative Medicine.
 - b. Suggested donations are permitted for each item/service that is for sale. Set pricing is not permitted.
5. No signs of any type will be affixed to any building or other permanent government fixture. Car wash signs must have the name of your unit on them.
6. All participants must stay out of the street and median. Distracting motorists by using personnel clad in bikinis or short shorts or excessive yelling and arm waving is unauthorized. Children under the age of ten (10) will not wash or assist in the washing of vehicles.
7. Soldiers participating in the fundraiser MUST be on leave or pass.
8. The washing of tactical vehicles or equipment is prohibited. Violators are subject to a fine by the Environmental Protection Agency (EPA).
9. The area will be left clean with all debris and signs disposed of.
10. Violation of any terms listed may result in having the car wash cancelled, shut down, and/or result in a four (4) month suspension from scheduling any future car wash.
11. Point of contact for these instructions is the Installation Fundraising Coordinator at (808) 787-1278.
12. Request limitations: Only one (1) per (30) days and up to (3) months in advance.

THE U.S. ARMY GARRISON HAWAII, DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION APPROVED FUNDRAISING FORM MUST BE ON SITE AND AVAILABLE FOR INSPECTION.

CAR WASH LOCATION SCHOFIELD BARRACKS



CAR WASH LOCATION FORT SHAFTER



COMMISSARY INSTRUCTIONS - Units only

Informal Funds will abide by established procedures in requesting and conducting a commissary fundraising event as outlined in the memorandum for Installation Fundraising Procedures. Basic guidance and instructions are as follows:

1. Commissary bagging will be conducted on the **1st and 15th** of each month during normal hours of operation (0900-2000 Monday-Friday, 0800-1900 Saturday and Sunday).
2. Commissary is only authorized for Units: SFRGs are not permitted.
3. There will be at least 4-6 Soldiers covering each shift:
Shift 1: 0900-1430/0800-1330 Shift 2: 1430-2000/1330-1900).

One unit representative must contact:

Ms. Daisy Adam, Head Bagger
(619) 495-3367
Dmilanadams79@gmail.com

Dee Graham, Assistant Head Bagger
(808) 342-0088

Or come by the commissary to schedule the informational briefing no later than one week prior to the event.

The unit representative must go through instructional training with the head bagger and sign a bagger license agreement no less than one week prior to the event. That person is responsible for the instructional training of all unit participants.

4. Soldiers must show up **30 minutes** prior to the day of the event for instructions from the head bagger and preparation to start.
5. Soldiers **MUST** be in their unit t-shirts identifying them as part of the unit and be on leave or pass.
6. There will be one lane designated for your fundraising event. Units may post a sign at the register stating the name of the unit. It is recommended that a "tip jar" be available at designated checkout lane.
7. Violation of any terms listed may result in having your privilege to conduct the fundraiser on the requested day revoked.
8. Point of contact for any concerns is the Schofield Commissary Store, Ms. Monica Reneau, at (808) 458-7412 ext. 3002, or email at monica.reneau@deca.mil.
9. Point of contact for these instructions is the Installation Fundraising Coordinator at (808) 787-1278.

THE U.S. ARMY GARRISON HAWAII, DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION APPROVED FUNDRAISING FORM AND HEAD BAGGER'S AGREEMENT MUST BE ON SITE AND AVAILABLE FOR INSPECTION.

OPPORTUNITY DRAWING

Opportunity Drawing will be conducted in accordance with the following:

1. Opportunity Drawings.

a. Are a general, indiscriminate distribution of tickets for entry into a drawing for a prize. Prizes are then awarded to those individuals holding the winning ticket selected by chance. Although donations may be accepted, care must be taken to ensure that the opportunity drawing avoids the appearance of a lottery by clearly indicating that a contribution is not required.

b. Requests must be submitted 3 weeks prior to the planned start of the opportunity drawing event. The request must include a sample of the ticket and/or advertisement flyer to be used, a list of suggested prizes and dollar values, how the tickets will be distributed, and how the drawing will be conducted. Prior to approval, the Office of the Staff Judge Advocate (OSJA) will review the request.

c. Only conducted at unofficial events. Official events include any event, such as an organizational day, in which the event is considered the Soldier's place of duty.

d. Not conducted in the federal workplace.

e. Contact the Directorate of Family and Morale, Welfare, and Recreation (DFMWR) for specific instructions on conducting opportunity drawings.

2. Casino or Monte Carlo Nights.

a. DFMWR must approve these types of events, whether inside or outside the unit area.

b. The hosting organization must provide a written explanation of the games offered and handling of money/tickets/prizes.

c. Casino or Monte Carlo Nights must conform to the laws of the State of Hawaii. Please consult your unit legal advisor on this matter.

d. Only play money may be used in the Casino games. The use of legal currency is prohibited. Play money may be used to bid on prizes at the end of the event.