



**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		Phone #	Signature	Date		
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