

Fundraising events are allowed on the installation to collect money, goods, or other support for the benefit of others.

There are four types of fund-raising activities authorized:

- o Combined Federal Campaign
- o Army Emergency Relief (AER)
- o Local fund-raising (i.e. on post private organizations, Morale Welfare and Recreation, and limited informal funds)
- o Religious event fundraising (**ONLY** authorized in connection with religious services and must be conducted in accordance with AR 165-1)

All fundraisers are on a 1st come 1st serve basis and limited to once a month per Unit, Entity, and/or Organization.

DFMWR Local Policy

- a. Per DFMWR-01 Installation Fundraising Policy all local fundraising must be approved by the Directorate of Family and Morale, Welfare and Recreation (DFMWR), except for unit events conducted within the unit footprint and First Heroes National Bank.
- b. Combined Federal Campaign and AER coordinators are authorized to solicit on-the-job for monetary contributions or pledges.
- c. Local fundraisers will not be conducted by individuals while on duty.
- d. All individuals involved with fundraising must comply with DOD 5500-7-R, DOD Joint Ethics Regulation.
- e. The point of contact for all religious fundraising information and approval within the Chapel footprints is the Garrison Chaplain's Office at (254) 288-6545. **Outside Chapels footprint** request require MWR approval.
- f. Depending the nature of your request approval will be given once all parties concur or agree upon legal opine. An insufficient legal opine results in an automatic denial of your request.

Procedures For Units - Outside Units Footprint

- a. Units are responsible for coordinating with DFMWR to gain approval for the fundraising event **at least 15 days (non-food request) 30 days (food request) prior to the date of the event.**
- b. Email usarmy.cavazos.imcom.mbx.funds-fmb@army.mil to request and submit copy of fundraising request form.
- c. Financial Management Fundraising Coordinator will reach out to desired garrison location for the purpose of availability of day, time, and event proceedings.
- d. Once request is approved the approval memorandum will be emailed to the Unit Commander and the POC listed on the request form.

- e. Units are responsible for coordinating final approval and arrangements with the facility manager by providing a copy of the approval memo within 5-10 days prior to scheduled event.
- f. All food fundraisers must have always at least two people* with a basic food handler's certification and Food Booth Permit on site during the fundraising. *Per FC Preventative Medicine.

Procedures For Non-Federal Entities

"Per AR 210-22, Chapter 3, Paragraph 3-2d NFEs affiliated with the Combined Federal Campaign (CFC) are limited to fundraising within the context of the CFC."

- a. Non-Federal Entities are responsible for coordinating with DFMWR to gain approval for the fundraising event **at least 30 days prior to the date of the event.**
- b. Email usarmy.cavazos.imcom.fmwrc.list.private-organizational@army.mil to request and submit copy of fundraising request form or send your official request with your organization letterhead with the Who, What, When, Where and Why.
- c. Financial Management Non-Federal Entity Coordinator (Ana Mendoza-Llanos) will reach out to Legal Department for opinion, then seek the DFMWR Director to gain approval for location, day, time, and event proceedings.
- d. Once request is approved from the DFMWR Director, the approval memorandum will be emailed to the President of the Non-Federal Entity and the POC listed on the request form.
- e. Non-Federal Entities are responsible for coordinating final approval and arrangements with the facility manager by providing a copy of the approved memorandum within 5-10 days prior to scheduled event.
- f. All food fundraisers must have always at least two people* with a basic food handler's certification and Food Booth Permit on site during the fundraising. *Per FC Preventative Medicine.

Procedures For Units, FRG and SFRGs - Outside Unit Footprint

- a. FRG and SFRG's are responsible for coordinating with DFMWR to gain approval for the fundraising event **at least 15 days (non-food request) 30 days (food request) prior to the date of the event.**
- b. Email usarmy.cavazos.imcom.mbx.funds-fmb@army.mil to request and submit copy of fundraising request form.
- c. Financial Management Fundraising Coordinator will reach out to desired garrison location for the purpose of availability of day, time, and event proceedings.
- d. Once request is approved the approval memorandum will be emailed to the Unit Commander and the POC listed on the request form.
- e. FRG and SFRG's are responsible for coordinating final approval and arrangements with the facility manager by providing a copy of the approval memo within 5-10 days prior to scheduled event.
- f. All food fundraisers must have always at least two people* with a basic food handler's certification and Food Booth Permit on site during the fundraising. *Per FC Preventative Medicine.

Procedures For Youth Organizations

- a. Youth Organizations are responsible for coordinating with DFMWR to gain approval for the fundraising event **at least 15 days (non-food request) 30 days (food request) prior to the date of the event.**
- b. Email usarmy.cavazos.imcom.mbx.funds-fmb@army.mil to request and submit copy of fundraising request along with DA Form 5671 Parental Permission.
- c. Financial Management Fundraising Coordinator will reach out to desired garrison location for the purpose of availability of day, time, and event proceedings.
- d. Once request is approved the approval memorandum will be emailed to the Youth Organization President and/or Director and the POC listed on the request form.
- e. Organizations are responsible for coordinating final approval and arrangements with the facility manager by providing a copy of the approval memo within 5-10 days prior to scheduled event.
- f. All food fundraisers must have always at least two people* with a basic food handler's certification and Food Booth Permit on site during the fundraising. *Per FH Preventative Medicine.
- g. Youth will not be left unsupervised during the fundraiser event and will be always chaperoned by 2 adults at a minimum.

Fundraiser Opportunities

- **Organization Fun Runs** *Two-months in advance planning.*
- **Organization Cookbooks** *(Requires sample copy to be reviewed)*
- **T-shirt Sales** *(with unit logo & sample oft-shirt)*
- **Coffee Mug Sales** *(Requires sample copy to be reviewed)*
- **Dunking Booth***
- **Cotton Candy Machine, Snow Cone Machine and Popcorn Machine***
- **Canopy Tents 20X30, 15x15 and 10x10***
- **Bowling/ Basketball/ Football / Softball Tournaments** *Must contact Facility Manager for availability before seeking approval from DFMWR.*
- **Golf Tournament/Scrambles** *Requests are required to include the amount of entry fees, services, and any items being sold during the fundraiser in the written request; must contact Facility Manager for availability before seeking approval from DFMWR.*
- **MWR Food Booth Events Entertainment Coordinator:** 254-288-7835
- **Fund raising at Pools.** *Aquatics Manager: 254-287-4648*
- **Boxed Meals, Bake Sales, Breakfast/Lunch Plates** *Requesters are responsible for providing documentation of the food handlers' certificates and food concession permits prior the event date; must also provide a price list. For more information to ensure that all proper safeguards are employed in the preparation of the food and to obtain proper documentation please contact the Food Inspection Preventive Medicine Office at 254-288-1665/9112 or dha.cavazos.darnall-amc.list.environmental-health@health.mil*

- **Bagging Groceries at Commissary.** *Once a month per group, only authorized one lane, 0800-1700 authorized time or shorter timeframe, no one under 18, no open-toe shoes, minimum of 6 people, Soldiers may be in Civilian attire per Commander's approval.*
- **Thrift Shop.** *Volunteer 20 hours for \$200.00, no minimum of people. Available to Unit and FRG/SFRG's only. Thrift Shop will provided hours available for fundraisers.*
- **Morale, Welfare and Recreation (MWR} Recreational Equipment Checkout Center-** *Mon-Fri 10:00 am to 6:00 pm and Saturday 9:00 am to 2:00 pm. Recreational Equipment Checkout Manager 254-287-1853/4126.*
- **Railhead.** *Unit must be conducting railhead operations during the requested period.*

Other Entities

- **Information Table Requestors** *are responsible to provide flyers and pamphlet's that will be issued to the public. Sample proof of flyers and pamphlet's must be included with request.*

After Action Report required for ALL Fundraising events (to include Information Tables).

Feel free to contact me with any questions or concerns regarding Fundraising on Fort Cavazos installation.

Cc: Command for Transparency

Very Respectfully,

Tracy Harris-Taylor
 Financial Management Technician
 Financial Management, NAFSS
 Bldg. #194, Room #114
 37th Street
 USAG Fort Cavazos, TX
 Desk: (254) 287-4308
 DSN: 737-4308

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