



# Fort Hood Family & MWR



# Unit Resource Guide



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# *Fund Raising*

In accordance with FH Regulation 210-56, request for conducting fund raising events are on a first come first served basis per written request.

## *Procedures*

**Organizations are responsible for coordinating with the Directorate of Family and Morale, Welfare and Recreation point of contact to gain approval for the fund raising event at least 15 to 30 days prior to the date of the event.**

- Call DFMWR/ Private Organizations Coordinator for fund raising events, to check availability for the date of the planned fund raising event. Weekends and pay days go very fast.
- Please allow two weeks time for processing the approval letter of the event.
- Once approved the approval memorandum will be provided to the organization via email.
- The organizations are responsible for coordinating final approval and arrangements with the facility manager by providing a copy of the approval memorandum within 5 to 10 days prior scheduled event date.
- All food fund raisers must have at least two persons with a basic food handler's certification.

# Opportunities

- Unit Fun Runs (2-months in advance planning)
- Unit Cook Books (require sample copy to be reviewed)
- Dog Wash
- T-shirt Sales (with unit logo & need sample of t-shirt)
- Coffee Mug Sales (require sample copy to be reviewed)
- Dunking Booth\*
- Climbing Wall\*
- Cotton Candy Machine\*
- Canopy Tents 20X30\*

*\*MWR Recreational Equipment Check Out Center - 9:00AM-5 :30PM 254-287-1853/4126*

- Bowling / Basketball / Football / Softball Tournaments
- Golf Tournament/Scrambles

*Requests are required to include the amount of entry fees, services, and any items being sold during the fund raiser in the written request.*

- Car washes the organization must provide all necessary equipment and police the area before leaving.

*Directorate of Public Works (DPW Utilities Section) has instated a year round policy that does not allow car washes to be conducted from 1300 to 1700*

- MWR Food Booth Events  
Entertainment Coordinator: 254-288-7835
- Fund raising at Pools  
Abrams, Comanche, Martin, West Fort Hood, 1CD, 13 ESC, 42nd ST and Patton.  
Aquatics Manager: 254-287-9430
- Boxed Meals, Bake Sales, Breakfast/Lunch Plates (include prices and food permits/certificates required).

*Requesters are responsible for providing documentation of the food handlers' certificates and food concession permits prior the event date. 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.*

## *Opportunities cont.*

# *Bagging Groceries Guidelines*

### **Locations:**

**Clear Creek Commissary- Tuesday thru Saturday**

**Warrior Way Commissary- Saturday thru Sunday “Only”**

- Bagging is only once a month per group.
- Only authorized one lane.
- Hours will be 1000-1900.
- No one under the age of 18 (age 16 for sports groups) are allowed to bag.
- No open toe shoes allowed for safety purposes.
- There must be a minimum of (6) people to the open lane at all times.
- Soldiers may volunteer with Commander’s approval and must be in civilian attire.

Bagging fund raisers are scheduled once a month and accepted quarterly:

1st quarter (January-March) • 2nd quarter (April-June)

3rd quarter (July-September) • 4th quarter (October-December).

The request may be submitted on 1st day of the last month of prior quarter.

Note: Baggers will have already been schedule to work for that shift.

•• Remember the facility manager has the authority to cancel this event at anytime for failure to comply with final coordination prior event date or for inappropriate conduct during the event.



# *Informal Funds*

*In accordance with Regulations References: Army Regulation 600-20; 4-21 Informal Funds & III Corps & Fort Hood.*

All fundraising request must be submitted to the Commander, with a complete plan on why the funds are needed and for what purpose.

## *Fund Cap*

Gross annual receipts (income) for the Informal Fund cannot exceed \$10,000 from all sources, i.e. fundraising, gifts, and donations. The Informal Fund balance should not exceed \$10,000 at any one time. However, if the fund balance does exceed \$10,000, then no additional income from fundraising, donations or gifts will be accepted until the balance falls under than \$10,000 after the additional income has been added.

## *Auditing & Reporting*

- Monthly to Unit Commander.
- Annually to Unit & Brigade Commander NLT 30 January each year.

These reports will summarize the Informal Fund's financial status at the end of the reporting period, to include current balance, total income, and an itemized list of all expenditures made during the year, along with an explanation showing how the expenditures were consistent with the purpose of the Informal Fund, as established in the SOP.

**Informal funds may not be deposited or mixed with appropriated funds, FRG funds, unit MWR funds, cup and flower funds, or any individual's personal funds.**

For a sample of an Informal Fund Memo and SOP (FRG/informal fund) please contact the fund raising coordinator .

# NAF Unit Funds

*In accordance with AR 215-1, Chapter 6, FH REG 230-10 (under revision), CG Policy Letter #13 are the authority for Unit Funds.*

NAF Support Services Division via the Financial Management Branch manages all Unit Fund accounts established on Fort Hood.

## *Authorized Use of Unit Funds:*

- Unit Funds may be used for the morale, welfare and recreation of unit service members only. *Unit funds must be used for the collective benefit of all the unit members for off duty recreational purposes as prescribed in regulation.* All unit members must have the opportunity to participate in the activity supported using NAF unit funds.
  - Unit funds can only be executed in MWR facilities or programs.
  - Unit funds are posted at the beginning of the fiscal year based on the monthly Personnel Strength Report by III Corps Adjutant General.
  - Unit funds must be spent NLT 30 September annually. *Funds do not roll over.*
  - Units must submit additional duty appointment orders for Unit Fund Custodian.
  - Unit funds are not the same as cash and will not be reimbursed after the fact.

## *Authorized Use of Unit Funds Cont.*

- **Events Include:** Unit Organizational Day, Unit Holiday Celebrations, Battalion Balls, Pre-deployment briefings
- **Items Include:** Finger foods, non-alcoholic beverages, equipment rentals, t-shirts, trophies, coins, etc.

## *Facilities Accepting Unit Funds:*

### *Club Hood Catering • 254-532-5073*

- Dine in or take out breakfast, lunch, dinner, finger foods
- Served or buffet meals
- Room rental

### *Belton Lake Outdoor Recreation (BLORA) • 254-287-2523/4907*

- Pavilion rentals
- Paintball course

### *Phantom Warrior Lanes • 254-532-3060*

- Lane & shoe rental
- Party packages
- Snack bar purchases

### *Sportsmen Center • 254-532-4552*

- Various finger food items
- Room rental

### *Apache Arts and Crafts • 254-532-2586*

- Engraving on glass, wood, or metal
- T-shirt printing or embroidery, Unit coins (Unit logo, Unit Crest, no name or rank)

### *Recreation Equipment Center • 254-287-4126*

- Grills, coolers, inflatables, table, chairs and many other various items.

### *Marketing and Advertising • 254-288-5090*

- Production of flyers, programs for Company, Battalion or Brigade level balls



# *Unauthorized Use of Unit Funds*

- They may not be used for purchasing Military uniforms AR 215-1, para 5-14 (r)
- Cannot be used for Retirement, Induction or Promotion Ceremonies, Change of Commands, Hail and Farewells or Unit Training
- Alcoholic beverages or cigarettes
- To support event attendance by FRG's or family members

## *Units in Deployed Status*

- Unit Orders validating unit deployed from Fort Hood
  - ALR is \$2.00 per soldier per month using Alpha Roster (pure count) for deployment time frame.
  - Unit Fund Custodians requesting the use of ALR funds will follow the same procedures as regular unit funds, but will have a separate account for ALR funds.
  - ALR funds are paid to units deployed to Afghanistan and Iraq. All other funds you will request in those countries.

# *Gifts and Donations*

## ***Laws and Regulations:***

Public Law 107-107 Sec 2866  
Title 10, USC, Sec 2601, General Gift Funds  
AR 1-100, Army Gift Program  
DFAS-IN Reg. 37-1, CH 25  
AR 215-1, CH 13-14

- **Gifts to the Army:** Gifts/donations offered to the Department of the Army include real or personal property or gifts with monetary value.
- **Approving Authorities:** GC up to \$5K; IMCOM CG up to \$100K and SecArmy over \$100K.
- **Gift to MWR:** Gifts of real or personal property or gifts of monetary value may be accepted by the NAFI when voluntarily offered and if a determination is in the best interest of the NAFI.
- **Approving Authorities:** DFMWR up to \$50K; GC up to \$100K; IMCOM CG up to \$250K; SecArmy over \$250K.

Gifts over \$250 require a written legal review.

All gifts must be approved by approving authority prior to receipt.

All monetary gifts (including those to SFAC) must be made out to US TREASURY and be processed through Garrison Resource Management.

# Contact Information

## **Financial Management Branch**

Fund Raising Coordinator: Tanika Boyens

***[tanika.c.boyens.naf@mail.mil](mailto:tanika.c.boyens.naf@mail.mil)***

Tel: (254) 287-0014

Unit Fund Coordinator: Barbara Krakowiak

***[barbara.i.krakowiak.naf@mail.mil](mailto:barbara.i.krakowiak.naf@mail.mil)***;

Tel: (254) 287-9675

C/Financial Management Branch: Robert C. Warden

***[robert.c.warden2.naf@mail.mil](mailto:robert.c.warden2.naf@mail.mil)***

Tel: (254) 287-2060

DFMWR Donations: Kimberly R. Goebelbecker

***[kimberly.r.goebelbecker.naf@email.mil](mailto:kimberly.r.goebelbecker.naf@email.mil)***

Tel: (254) 287-4339

## ***Programs Address:***

***Building 194, 37<sup>th</sup> Street***

***Hours 7:30 am to 4:30 pm***

