



Fort Hood Family & MWR



Unit Resource Guide



**Sign up
Today!**

TARGET

CURRENT



Unit & SFRG

GOLF

**Fund Raising
Opportunity**

The Courses of



CLEAR CREEK

- **Fun**
- **Leisure**
- **Camaraderie**
- **Value**
- **From Beginners to Pros**



254-287-4130

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Fund Raising

In accordance with III Corps Fort Hood (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 (DFMWR) 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 one person with a basic food handler's certification.

Fund Raising Opportunities

- Unit Fun Runs (Two-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*

* Morale, Welfare and Recreation (MWR) Recreational Equipment Check Out Center -

9 am to 5 :30 pm 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 1pm to 5 pm

- 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.

Bagging Groceries Guidelines

Locations:

Clear Creek Commissary- Tuesday thru Sunday

Warrior Way Commissary- Monday thru Friday

- 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 six 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 (AR) 600-20; 4-21 , AR 608-1 SEC J-7e

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 Standard Operating Procedure.

Informal funds may not be deposited or mixed with appropriated funds, Soldiers and Family Readiness Group (SFRG) funds, unit MWR funds, cup and flowerfunds, or any individual's personal funds.

For a sample of an Informal Fund Memorandum and Standard operating procedure please contact the fund raising coordinator .

NAF MWR Unit Funds

In accordance with AR 215-1, Chapter 6, CG Policy Letter #12 are the authority for Unit Funds.

Non Appropriated Funds (NAF) Support Services Division via the Financial Management Branch manages all Unit Fund accounts established on Fort Hood.

Authorized Use of NAF MWR Unit Funds:

- May be used for the unit service members only.
- Must be used for the collective benefit of all the unit members for off duty recreational purposes as prescribed in regulation, as well as, all unit members must have the opportunity to participate in the activity supported using NAF MWR Unit Funds.
- Can only be executed in MWR facilities or programs.
- Are posted at the beginning of the fiscal year based on the monthly Personnel Strength Report by III Corps Adjutant General.
- Must be spent no later than 30 September annually. *Funds do not roll over.*
- Are not the same as cash and will not be reimbursed after the fact.
- Events Include: Unit Organizational Day, Unit Holiday Celebrations, Battalion Balls.
- Items Include: Finger foods, non-alcoholic beverages, equipment rentals, t-shirts, trophies.

Unit must submit additional duty appointment orders for NAF MWR Unit Fund Custodian.

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

Courses of Clear Creek • 254-287-4130

- Cart & Clubs rental
- Snack bar purchases
- Pavilion/Rooms rentals

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, ornaments (Unit logo, Unit Crest, no name or rank).

Recreation Equipment Center • 254-287-4126

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

Marketing and Advertising • 254-287-2007

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

Unauthorized Use of NAF MWR 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 SFRG'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.
 - MWR Fund Custodians requesting the use of ALR funds will follow the same procedures as regular NAF MWR Unit Fund, 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:

AR 1-100, Army Gift Program

AR 215-1, CH 13-14

Joint Ethics Regulation

OPORD 18-008 Implementation of U.S. Treasury Army Gift Fund Requirement

Title 10, United States Code, Sec 2601

DoD Financial Management Regulation 7000.14-R

- **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.

Always Seek Legal Guidance

SFRG Informal Fund Rules: Army Directive: 2019-17

On 1 April 2019 Army Directive 2019-17 made changes to the Soldier and Family Readiness Group (SFRG) Program outlined in AR 608-1, Appendix J. SFRGs are now known as Soldier Family Readiness Groups (SFRG). Other changes involve management of SFRG informal funds and SFRG fundraising. This information paper focuses on active duty SFRG programs.

Informal Fund Income Cap. While SFRG informal funds may not exceed \$10,000 from all sources within a calendar year, the updated policy allows Brigade Commanders to grant an exception for an increase to \$25,000 for up to three-months, renewable every six-months.

Informal Funds Custodians. First sergeants and the Soldier Family Readiness Liaison (in addition to Commanders and SFRG Leaders) are prohibited from being SFRG informal funds custodians. Additionally, deployable Soldiers can now serve as informal fund custodians if they are not scheduled to deploy for more than 30-days within a 12-month period.

Prohibited Uses. SFRG informal funds may not be mixed with: (a) appropriated funds, (b) unit morale, welfare, and recreation funds; (c) the commander's informal funds; or (d) someone's personal funds. SFRG informal funds may not be used to: (a) purchase things or services where appropriated funds should be used; (b) purchase Soldier farewell or other traditional military gifts; (c) donate to a charity; (d) provide financial assistance to an SFRG member in need; or (e) support or fund military balls, unit dining-ins, or unit dining-outs.

On-Post Fundraising (Within Unit Footprint). Battalion Commanders may approve SFRG fundraising within a unit's footprint after consultation with their ethics counselor. A copy of approval documents must be forwarded to the DFMWR Private Organizations Coordinating Officer (POCO) for the Garrison Commander's situational awareness.

SFRG Informal Fund Rules: Army Directive: 2019-17 cont.

On-Post Fundraising (Outside Unit Footprint): While on-post SFRG fundraising may now be approved at the battalion level (with ethics counselor consultation), fundraisers outside the unit footprint must still receive location and scheduling approval from the DFMWR POCO.

Off-Post Fundraising: Under limited circumstances, the Garrison Commander may approve off-post SFRG fundraising. Requests (with the unit's ethics counselor concurrence) must be routed through the DFMWR POCO for approval/disapproval by the Garrison Commander.

Response to Potential Donors: SFRGs may not solicit donations from, or engage in, external fundraising with commercial or private entities. However, with advice of an ethics counselor, commanders may respond to a potential donor's inquiry about the "needs of the Army in relation to assisting Army Families." The \$10,000 annual limit from all sources still applies.

Commercial Sponsorships: SFRGs are specifically prohibited from entering into commercial sponsorships. SFRGs cannot receive any assistance, funding, goods, equipment, or services in exchange for public recognition or other promotional opportunities on the installation. This can occur when an entity donates to an SFRG and asks for recognition during an SFRG event. Off- post fundraisers at businesses where SFRGs receive a portion of proceeds is a prohibited form of commercial sponsorship.

Office of the Staff Judge Advocate Administrative & Civil Law Office
Bldg 1001 761st Tank Battalion Avenue Fort Hood, TX 76544
(254) 287-3655

Contact Information

Unit Support

Fund Raising Coordinator: Tanika Boyens
tanika.c.boyens.naf@mail.mil
Tel: (254) 287-0014

MWR Fund Coordinator: Barbara Krakowiak
barbara.i.krakowiak.naf@mail.mil;
Tel: (254) 287-9675

Chief Financial Management Branch: Robert C. Warden
robert.c.warden2.naf@mail.mil
Tel: (254) 287-2060

Donations

DFMWR Gifts & Donations: Christy Cordero
christy.j.cordero.naf@mail.mil
Tel: (254) 287-8109

Chief NAF Support Service Division: Kathleen Ward
kathleen.e.ward13.naf@mail.mil
Tel: (254) 287-8106

Programs Address:
Building 194, 37th Street
Hours 7:30 am to 4:30 pm

G3 Funding

LPDs, Training Events, Unit ROC Drills

- III Corps G3 provides funding to cover room rental expenses at selected MWR facilities for official training and FRG events: OPDs/NCOPDs, Safety stand down training, FRG meetings or any other mission related training events.
- Not authorized for ceremonies or social events.

Accepting Facilities:

- *Phantom Warrior Lanes (Bowling)*
- *Courses of Clear Creek (Golf)*
- *Community Events and Bingo Center*
- *Club Hood*
- *Phantom Warrior Center*
- *Belton Lake Outdoor Recreation Area (BLORA)*

Contact G3 Training Program

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Hood.ArmyMWR.com



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Last Update