



**DEPARTMENT OF THE ARMY**  
**INSTALLATION MANAGEMENT COMMAND PACIFIC**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU**  
**OPC 305 BOX 23**  
**APO AP 96218-9001**

AMIM-DAG-ZA (100)

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Standard Operating Procedures (SOP) for Fundraising Events on U.S. Army Garrison (USAG) Daegu**

**1. References:**

- a. DoD 5500.07-R, Joint Ethics Regulation (JER), 17 November 2011.
- b. AR 1-100, The Army Gift Program, 12 May 2023.
- c. AR 165-1, Army Chaplain Corps Activities, 23 June 2015.
- d. AR 215-1, Military Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities, 24 September 2010.
- e. AR 210-22, Support for Non-Federal Entities Authorized to Operate on Department of the Army Installations, 12 May 2022.
- f. AR 600-20, Army Command Policy, 24 July 2020.
- g. AR 608-1, Army Community Service, 19 October 2017.
- h. AR 1-10, Fund-raising Within the Department of the Army, 16 December 2022.
- i. AR 930-4, Army Emergency Relief, 5 May 2019.

**2. Purpose:** To provide an SOP for the administrative management of fundraising activities on USAG Daegu.

**3. Applicability:** This SOP applies to all individuals, Private Organizations (POs), informal organizations, Soldier and Family Readiness Groups (SFRGs), cup and flower funds, military units, and their agencies that would like to fundraise on USAG Daegu.

**4. Responsibility:** The Directorate of Family and Morale, Welfare and Recreation (DFMWR) is the office responsible for the coordination and processing of all entities' fundraising requests on behalf of the USAG Daegu Garrison Commander.

**5. General:**

a. The Combined Federal Campaign (CFC) is the only fundraising service for the public that the Army may officially support.

b. Fundraising in a personal capacity is prohibited in the workplace because it tends to disrupt work, compete with the CFC for donations, promote an abuse of authority by superiors in relation to subordinates, and cause subordinates to contribute to seek favor with their supervisor. However, certain limited non-CFC fundraising activities are allowed when done in compliance with AR 1-10.

(1) Fundraising approved by the U.S. Office of Personnel Management for an emergency or disaster appeal.

(2) Fundraising in support of the Army Emergency Relief (AER). It must be conducted in accordance with AR 930-4 and AR 1-10.

(3) Local fundraising: Provided no on-the-job fundraising is involved, the following fundraising activities may be authorized locally:

(a) Fundraising conducted by organizations composed primarily of Army personnel or their Family members (including installation Family and Morale, Welfare and Recreation (FMWR) activities, as provided in AR 215-1), is only allowed to benefit welfare funds for their own members. These organizations also include informal funds, such as cup and flower funds, which must be conducted IAW AR 600-20.

(b) Occasional fundraising in support of Family Readiness Groups IAW AR 608-1, command authorization of informal funds IAW AR 600-20, and other official fundraising by organizations composed primarily of DoD or DA employees or their family members IAW DOD 5500.7-R, must receive the approval of the Garrison Commander.

(c) Occasional fundraising in support of on-post private organizations and other limited fundraising activities must be authorized by the Garrison Commander.

(4) Religious fundraising: Fundraising by religious organizations or their affiliates is authorized only in connection with religious services and must be conducted IAW AR 165-1.

c. All fundraising requests must be approved by the Garrison Commander, USAG Daegu, on a case-by-case basis prior to the event.

d. Submission of a fundraising request does not guarantee approval. Therefore, organizations will not advertise their fundraiser prior to receiving written approval to conduct the fundraiser (e.g. American Forces Network (AFN), weekly bulletins, posters, social media, etc.).

6. Procedures:

a. To host fundraising activities within USAG Daegu, a written request must be submitted to NAF Support Division (NSD), DFMWR, at least 30 business days in advance of the event. If any pre-ticket sales or advertising are required, the fundraising request must be submitted at least 40 business days prior to the date when the ticket sales or advertising are scheduled to begin.

b. Prior to submission, the request form must be signed by the activity location manager and the appropriated office in the following cases:

(1) Preventative Medicine: When the fundraiser involves food.

(2) Environmental Division, Directorate of Public Works (DPW), USAG Daegu: When the fundraiser involves a carwash.

c. Once the request form is turned in to NSD, DFMWR, and all requirements are met, the packet will be routed to the servicing legal office and then ultimately to the Garrison Commander for approval.

d. The Garrison Commander approved request form must be posted to the public during the fundraising event.

e. Within 5 business days upon completion of a fundraiser, a financial summary report must be submitted to DFMWR Private Organization Coordinator or the Unit Commander.

7. General Restrictions:

a. Participation in fundraising activities must be strictly voluntary.

b. No on-the-job solicitation is permitted. There can be no solicitation by Commanders, supervisors, or individuals in the supervisory chain of command.

(1) Commanders and supervisors cannot inquire about who participated in or contributed to a fundraiser.

(2) Commanders and supervisors cannot grant special privileges as a reward for contributing or participating in a fundraiser. Prohibited privileges or rewards include soldier casual days and special passes or leave privileges.

(3) No soliciting government contractors.

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c. Fundraising activities will not duplicate or compete with activities related to the CFC campaign, the AER campaign, DFMWR, or AAFES.

d. The sale of alcoholic beverages or food containing alcohol is prohibited.

e. No gambling is allowed; however, games of skill are permitted.

f. The organization, group, individual, or unit may not violate Korean law or the Status Forces Agreement (SOFA).

g. Commanders must ensure that their actions, and those of their subordinates, do not create the impression of DA endorsement of any fundraiser, apart from the CFC campaign or the AER campaign.

h. No one can conduct fundraisers in an official capacity or in Military uniform, except for the CFC and the AER campaigns. Dress Down events during the duty day must provide a documented exception IAW AR 670-1, para 3-7a. Commanders of ACOMs, ASCCs, and/or DRUs may grant exceptions.

i. Fundraising for childcare is strictly prohibited.

8. The point of contact for further information regarding Private Organizations is Johanna Domingo, Business and Non-profit Liaison who can be reached at email: johanna.l.domingo.naf@army.mil or DSN: 315-763-6075.

9. The proponent for this SOP is Ms. Julie A. Kircher, NAF Support Manager who can be reached at email: julie.a.kircher.naf@army.mil or DSN: 315-763-5940.

Encl  
Fundraising Request Form

JEFFREY D. NOLL  
COL, IN  
Commanding