

**Appendix C
FRG FUND RAISER REQUEST FORM**

FRG FUND-RAISER REQUEST

This form must be completed and submitted to the Family Readiness Group Coordinator located in ACS at least 30 days prior to the date of the event for fundraisers which are outside the unit area or target individuals who are not part of the unit. Requests for fundraisers that are in the unit area, do not target personnel outside the unit, and do not compete with AAFES or MWR should be completed and submitted to the Brigade Commander or equivalent at least 15 days prior to the event. IF AN FRG IS HAVING A TOURNAMENT ACTIVITY IN AN MWR FACILITY (BOWLING TOURNAMENT, GOLF TOURNAMENT, ETC.) AND IS PAYING FOR THE USE OF THE MWR FACILITY APPROVAL IS NOT REQUIRED; HOWEVER, THE FRG MUST STILL COMPLY WITH RESTRICTIONS IN THIS REGULATION (No advertising outside the Army family, no solicitation of civilian businesses, etc.). The FRG must coordinate at least one month in advance with Preventive Medicine to provide adequate time to train food handlers if the event will involve serving hot food.

Name of Organization _____
Type of Event, (i.e. car wash, bake sale, etc) _____
Desired Date/Time _____
Location (where/building number and street) _____

OFF POST FUNDRAISING IS PROHIBITED. THIS INCLUDES ADVERTISING IN CIVILIAN MEDIA THAT TARGETS NON-DOD AFFILIATED INDIVIDUALS.

Items, Services, Activities to be Offered:

Type of Food/Drink to be Offered:

I certify that all sales taxes will be collected and submitted in a timely manner to the state of Oklahoma.

Requester's Signature _____ Telephone # _____

PROPOSED USE OF FUNDS RAISED:

CURRENT FRG FUND BALANCE: \$ _____ as of _____, 200 .

CONCUR/NONCONCUR and APPROVAL/DISAPPROVAL

Brigade Commander is the Approval Authority for internal fundraisers - fundraisers in unit area which do not compete with AAFES or MWR and do not target individuals outside the unit). Ethics Counselor coordination is required for any fundraiser, internal or external, that receives official support. Brigade Commander should forward a copy of approved fundraisers to FRG Coordinator for info purposes. For fundraisers that are external - outside unit area or compete with AAFES or MWR, Brigade Commander should forward concurrences to FRG Coordinator for further staffing and final approval. If Brigade Commander nonconcur, he may disapprove action and return to requestor.

(CONCUR or Approved/NONCONCUR or Disapproved) Brigade Commander or ✕ equivalent approves for internal fundraisers after required coordination below or, for external fundraisers, concurs and ensures required coordination has been made and forwards to FRG Coordinator.

Concur/Nonconcur (FRG Coordinator, MWR)

(Concur/Nonconcur) Preventive Medicine, IF INVOLVES SALES of HOT FOOD

(Concur/Nonconcur) AAFES Manager, IF LOCATED AT AAFES or COMPETES WITH AAFES

(Concur/Nonconcur) Commissary Manager (if at Commissary)

(Concur/Nonconcur) Facility Manager (e.g., if at MWR Activity)

(Concur/Nonconcur) DMWR (if competes with MWR)

(Concur/Nonconcur) Ethics Counselor (will submit to Garrison Commander if required)

(Approval/Disapproval) FOR THE INSTALLATION COMMANDER

The following information must be completed PRIOR to submission to the Family Readiness Group Coordinator:

- Brigade Commander Concurrence.
- Signature of requester.