



Family Readiness Group Funds Handbook

**An Informal Publication
for the
USAREUR
Family Readiness Team**



November 2008



Table of Contents

Handbook Purpose	2
 FRG Funds	
Establishing an FRG Fund Account	3
Balance Sheet for Managing the FRG Fund	5
Appropriate Uses of FRG Funds	6
 Money Matters	
Funding the FRG.....	7
Appropriated Funds	7
Non-Appropriated Funding	9
Informal Funds	9
Fundraising	9
Gifts & Donations	10
Unsolicited Donations	11
Commercial Sponsorship	11
Guidelines	12
 FRG Fundraisers	
Obtaining Permission to Have a Fundraiser	14
Things to Remember When Fundraising	15
 Sample Job Descriptions	
Informal Fund Custodian	16
Informal Fund Alternate Custodian	17
Fundraising Chairperson	18
 EIN HELP	19
 Forms	
Request for Banking Privileges.....	22
Memorandum for the Appointment of a FRG Fund Custodian and Signatories.	23
FRG Fundraising Checklist.....	24
Request for Fundraising.....	25
Request for Legal Review.....	26
After Action Report (AAR) A & B.....	27
Informal Fund Ledger.....	29
FRG Funding Sources.....	30
FRG Receipt Register.....	31
FRG Purchase/Budget Request	32
EXTRA EXTRA	33
Policy Updates	TAB

Handbook Purpose

This handbook is intended to serve as an explanation of Funding an FRG, as well as fundraising ideas. It is not intended to be a complete resource in and of itself, but rather a guide for FRG leaders to follow.



Establishing an FRG Informal Fund Account

The FRG leader should meet with the:

1. FRG Co-leader,
2. Fundraising Chairperson,
3. Informal Fund Custodian
4. Informal Fund Custodian alternate,
5. Commander, and
6. First Sergeant/CSM

This meeting is used to brainstorm the basic needs of the FRG and determine the requirements to set up an account, and delegate assignments.

First, be sure the commander agrees with and authorizes establishing an FRG Informal Fund Account.

- If the battalion commander wishes to maintain only one FRG Informal Fund account for the battalion, it will not be necessary to establish a separate account for each unit FRG. In that case, it will be necessary to coordinate with the battalion FRG leader and Fund Custodian to determine the ground rules for unit funds collection and disbursement. When the unit plans a unit FRG event or fundraiser, again coordination is necessary. (The unit commander and FRG leader should take care of these items.)
- On the other hand, if a separate unit FRG Informal Fund account will be established, it is important to:
 - Select the bank (or credit union) where the FRG Informal Fund account will be set up. Find out which banks charge per-check charges, monthly fees if the account balance drops below a minimum amount, and other charges. (This should be done by the Fund Custodian or Alternate who will be authorized to draw on the account.) Ensure the account is a non-interest bearing account.
 - Decide who will be authorized to draw on the bank account on behalf of the FRG. For flexibility, the FRG leader, co-leader, treasurer and

It is recommended that the spouse of the commander not keep or maintain the FRG informal funds, regardless of his or her involvement or role in the FRG. The commander will not be a signatory for the account. Additionally, no Soldier should be a signatory for the account. However, to avoid confusion and other problems, the Fund Custodian should maintain and account for one set of checkbooks.

- Apply for an Employee Identification Number (EIN) from the IRS (See the "EIN HELP" Section of this handbook). This can either be done on-line at: www.irs.gov or by mail, by filling out and sending an SS-4: Application for Employee Identification Number (available on-line at: <http://www.irs.gov/pub/irs-pdf/fss4.pdf> . EINs are not for tax-related purposes for FRGs, but must be obtained for bank security/fraudulent banking reasons.
- Prepare a memorandum for banking privileges. Use the unit's official letterhead; indicate the FRG (not individuals' names) as the account name, and list the names and Social Security numbers of all persons authorized to open and draw on the account. Affix the commander's signature block, and have the commander review and sign the letter. See "Forms" Section for a sample memo for banking privileges.
- Open the FRG Informal Fund account. Usually, all signatories go to the bank together and take the authorization letter. Set up the account in the name of the FRG. All principals sign the signature card. Finally, make an initial deposit (if any), and order a supply of checks with the FRG name and address on them.
- FRG Informal Funds will not exceed an annual gross receipt (income) of \$10,000.00 per calendar year from all sources, including fundraising, gifts and donations.

Balance Sheet for Managing the FRG Informal Fund



1. Set up ledger and Treasury Report (See Sample Ledger in "Forms" Section)
2. Be specific about expenditures. See FRG Receipt Register in "Forms" Section.
3. Develop written guidelines in the SOP for all expenditures.
4. Deposit all funds expediently.
5. Safeguard checkbook and records.
6. Reconcile account monthly and provide fund report to the commander.
7. Be sure members understand and approve how FRG funds will be used. Annotate in fund SOP and FRG minutes.
1. No reimbursement without a receipt. Keep all receipts.
2. Never use the FRG funds for anything else.
3. Do not mix FRG Informal Fund money with any other money or accounts.
4. Don't overdraw the account.
5. Don't forget to provide an annual report to the first colonel (O6) commander or designee in the unit's chain of command no later than 30 days after the end of the calendar Year.
6. Prepare financial statement for FRG meetings.

Tips for FRG Leaders on Fund Management

- Inform members that all expenditures are for the benefit of the entire membership.
- Consult with the treasurer about the status of the FRG account on a regular basis; be aware of the account status at all times.
- Help the treasurer enforce spending guidelines.
- Support and praise the treasurer for a job done well; help correct any significant problem areas.
- Review the job description for the Fund Custodian, Alternate and Fundraising Chairman.

Appropriate Uses Of FRG Informal Funds

Expenditure of FRG Informal Funds must benefit the entire membership** in some way and be approved by the majority of FRG members to be used. Appropriate uses include, but are not limited to (see Funding Sources and Uses Chart in "FORMS" Section):

- Special unit pins to be worn by members to foster Soldier and Family unity and morale
- Non-official awards for FRG volunteers
- Meeting refreshments & prizes
- Transportation costs for a social activity (shopping trip, tourist outing, etc)
- Welcome gifts for new families
- Farewell plaque or gift for an FRG member
- Any authorized expense approved by the commander (on advice of the ethical counselor) in advance and in accordance with the spending plan

** However, this does not mean that every member should receive precisely the same benefit as the next. Since FRG members have different circumstances, such as married vs. single, children vs. no children, new vs. experienced, and so on, expenditures on these various groups are necessarily different. The entire FRG benefits, though, due to the positive impact on morale.

Always check with SJA in your local community when unsure if using FRG Informal Funds for a specific item is legal.

Money Matters

FUNDING THE FRG

Where does money for supplies, utilities, and other necessities of the FRG come from? How are fun events and other activities of the FRG financed? Younger soldiers and families cannot afford expensive outings, and no member should be excluded from events. Leadership is faced with the task of determining how to pay for the expenses of running the FRG.

Commanders and FRG leaders are encouraged to complete the budget process annually to anticipate needs and requests for purchases to support the FRG. In preparing a budget for the FRG, Commanders, FRG leaders and FRSA's should consider how to best utilize different sources of funds.

The unit commander will appoint one person in the FRG or unit such as the FRSA or FRL to work with the FRG's Appropriated Funds (APF) and another individual should work with Informal Funds (such as the designated Fund Custodian) to keep the accounting and uses strictly separate.

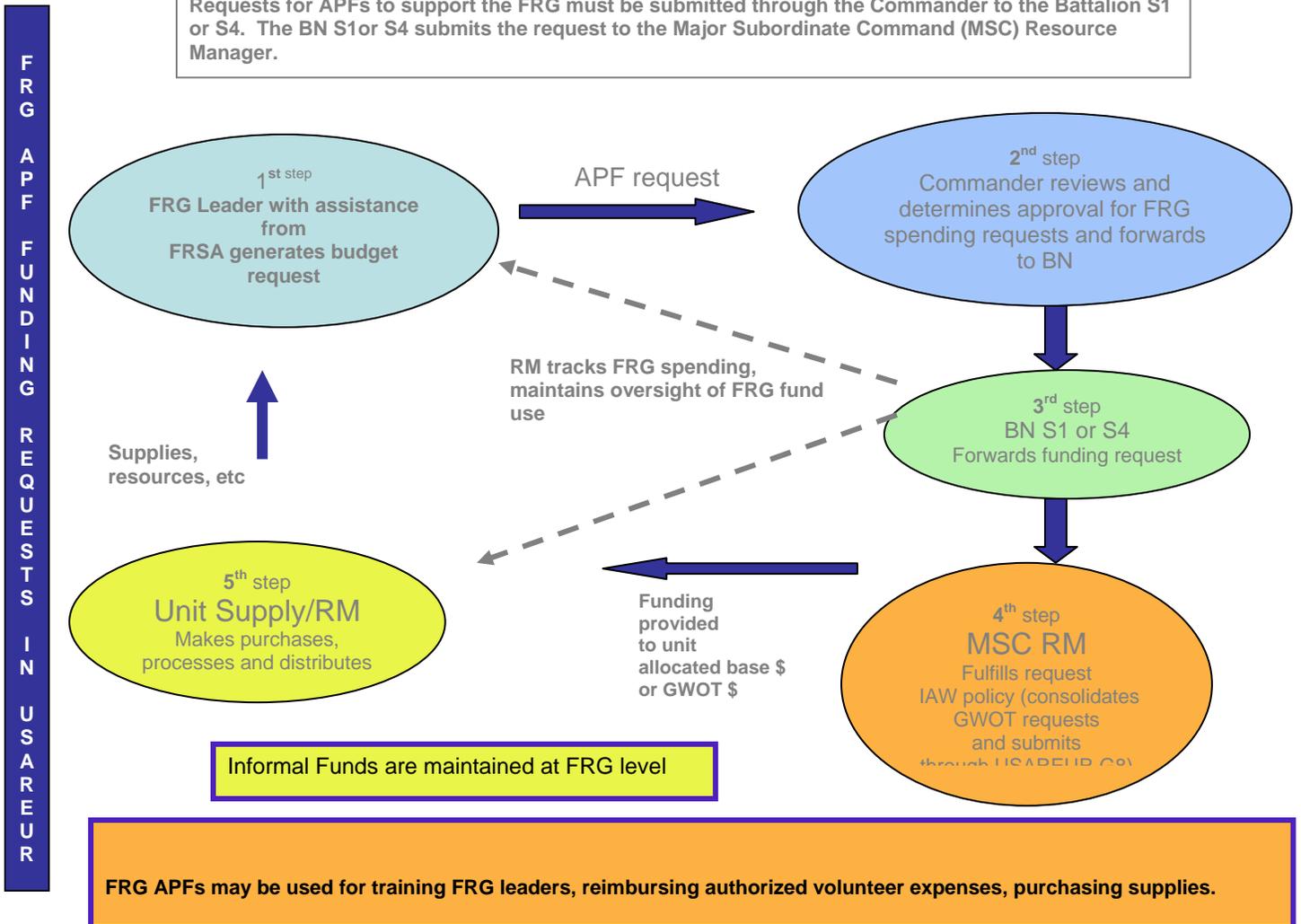
There are several ways to legally fund the FRG:

APPROPRIATED FUNDS (AR 608-1, Appendix J & AE REG 608-2)

- As official command programs, commanders should fund FRGs with OMA/appropriated (APF) funds (excluding BA11/OPTempo).
- FRGs are authorized appropriated fund (APF) support, including but not limited to the following
 - Government office space and equipment.
 - Paper and printing.
 - Official and Military Postal Service Mail. FRGs are granted the same mailing privileges as the unit.
 - Government vehicles.

- Childcare.
- Telephone costs incurred while conducting official FRG business.
- Mileage costs incurred by statutory volunteers conducting official FRG business.
- Training and travel for statutory volunteers to aid in the performance of their official position.
- Reimbursement of Incidental Expenses when pre-approved by the commander.

The diagram below illustrates the Appropriated Funds (APFs) request process for FRGs in USAREUR. Requests for APFs to support the FRG must be submitted through the Commander to the Battalion S1 or S4. The BN S1 or S4 submits the request to the Major Subordinate Command (MSC) Resource Manager.



NON-APPROPRIATED FUNDING (AR 608-1, Appendix J & AE REG 608-2)

- FRG mission essential activities authorized APF support may not be supported with NAF.

INFORMAL FUNDS (AR 608-1, Appendix J & AE REG 608-2)

- Informal funds must be monitored to ensure an annual gross receipt (income) cap of \$10,000 or less per calendar year from all sources, including fundraising, gifts & donations is not exceeded.
- Commanders may authorize FRGs to maintain Informal Funds. When approved by a majority of members, and the use is consistent with the fund SOP, Informal Funds can be used for
 - Thank you gift for guest speakers.
 - Unit pins to be worn by members.
 - Prizes.
 - Rental of canopy or pavilion.
 - Welcome or housewarming gift to new members.
- Area businesses can make unsolicited gifts or donations. Commanders may accept up to \$1000.00.
- Such donations are usually in the form of free or discounted products not to exceed \$1000. *Check with your ethics counselor before accepting.*

FUNDRAISING (AR 215-1; AR 608-1; Appendix J, AR 600-29)

- FRGs may officially fundraise from its own community members or dependents and from all persons benefiting from the organization. For example, an installation may benefit from a unit FRG, thus permitting a unit FRG to fundraise throughout the installation.
- FRGs will obtain the unit and garrison commander's permission and consult with their ethics counselor before engaging in any fundraising. Fundraising

- FRG-generated funds are considered informal funds and are not subject to the same requirements as the funds of formal private organizations (for example, organizations with a constitution and bylaws). *In the absence of APFs or NAFs, FRG-generated funds may be used to reimburse volunteer expenses.*
- Fundraising cannot be conducted in military uniform. Fundraising can take place in certain Garrison Commander designated locations on the military installation with prior coordination and authorization from the command.
- After action reports must be submitted to the Unit Commander no later than 30 days after the completion of the event.
- Use of the APO to import items for fundraising purposes and purchases using Tax Relief (VAT Forms) are prohibited.
- *Family Readiness Support Assistants (FRSA) will not be involved in FRG Informal fundraising activities.*

GIFTS & DONATIONS (AR 608-1 & USAREUR REG 608-2)

- FRGs may accept donations (gifts of money, property, or services), including gifts from private organizations IAW guidance from their ethics counselor. Gifts or donations will not exceed \$1,000 and will be strictly accounted for.
- FRGs will not solicit donations. This includes AAFES, DECA and MWR.
- FRGs may receive donations from host-nation individuals and groups. All such donations, including host-nation donations, must be coordinated with the ethics counselor and the MWR office. *See Letter of Instruction on Supplemental Mission Funds dated 14 March 2007 for specific guidance in the Appendix.*

- FRGs that receives gifts and donations will keep a record of the gift receipt and disposition. The FRG Funds Custodian will maintain this record and submit it to the commander with the annual financial review.
- Members can make donations to the FRG. Donations are strictly voluntary, and no soldier or family member should ever be forced to donate.

UNSOLICITED DONATIONS (AR 608-1, Appendix J & USAREUR REG 608-2)

- Appropriate gift acceptance authorities may accept unsolicited gifts and donations made to the Army intended for FRG support; these donations will be added to the garrison's FRG supplemental mission account. *See Letter of Instruction on Supplemental Mission Funds dated 14 March 2007 for specific guidance in the Appendix.*
- Garrison commanders may accept unsolicited gifts into the supplemental mission program when the donor intends the donation or gift to be used only in support of FRGs that are experiencing certain deployment cycle events, such as preparing for deployment, deployment, and redeployment. The Director, MWR will ensure that the supplemental mission donations are disbursed to FRGs whose Soldiers are experiencing the deployment cycle event stated in the donation.
- The garrison commander may not accept unsolicited gifts into the supplemental mission program when the donor intends the donation or gift to be used only by a named FRG. *See Letter of Instruction on Supplemental Mission Funds dated 14 March 2007 for specific guidance in the Appendix.*
-

COMMERCIAL SPONSORSHIP (AR 608-1 Appendix J & USAREUR REG 608-2)

- FRGs may not enter into commercial sponsorship agreements.
- Only an authorized Garrison MWR commercial sponsorship program officer may solicit commercial sponsorship competitively.

Guidelines for FRG fundraising and FRG Informal Funds:

- Memorandum of appointment from Commander authorizing the Fund Custodian (and alternate) and Signature card designees.
- FRG Informal Funds normally are not subject to formal inspections; however, sound accounting procedures must be used for the funds. The commander or his/her appointee should review the books annually, or when a volunteer Fund Custodian departs.
- FRG Informal Funds can be investigated in the event of alleged wrong-doing (misuse, unexplained loss, theft, etc.). Fund Custodians and Alternates can be held personally liable for wrong-doing.
- The commander authorizes opening a non-interest bearing bank account for the FRG Informal Fund and prepares a letter naming the fund and the persons authorized to sign checks drawn on the account.
- The commander or any other Soldier **will not** be signatories of the Informal Fund account.
- Authorize three (3) individuals on Signature Card.
- "Informal Fund" - constitution & by-laws NOT necessary. SOP will be approved by the unit commander and a majority of FRG members.
- FRGs **will NOT** apply for private organization or non-profit organizational status.
- FRG monies cannot be co-mingled with personal or unit funds, and vice versa.
- The FRG will ensure the Informal Fund custodian receives receipts for expenses.
- The commander is the final approval authority for requests.
- The FRG Fund Custodian and Alternate are the custodians of the FRG Informal Fund. They are personally responsible for the fund and liable for

- Two (2) signatures are required on each check. Keep receipts and ensure all expenditures are printed in the meeting minutes.
- The unit commander must approve FRG outings and activities, as well as all FRG fundraisers to help finance those activities.
- Informal Funds must be used for activities that benefit the entire group, not individuals.
- Members should not expect fundraising to pay the entire costs of FRG outings and other events.
- Use of FRG monies is limited to expenses that are consistent with the goals and functions of the FRG. Monies in the account must be allocated for specific purposes. FRGs do not raise funds without specific purposes in mind.
- Operation of the Informal Fund and the FRG's fundraising activities must be consistent with Army values and DODD 5500.7-R, Joint Ethics Regulation.
- Unit letterhead cannot be used in relation to fundraising activities.
- Informal Funds will not be used to duplicate services provided by APF.

FRG FUNDRAISERS

Obtaining Permission to Have a Fundraiser

Required permits and training must be obtained before having a fundraiser. The steps involved are (use the Fundraising Checklist in the "How to" Section of this workbook:

- Discuss the proposed fundraiser with the commander (or rear detachment officer) and get approval.
- If the fundraiser will be held at a concession or a public area on post, ensure that the proposed site is available on the desired day. To do this, determine who controls the facility. In many cases, the concession also requires permission to have fundraisers on their property. If the event is planned for a weekend or a payday, be sure to reserve the site a few months in advance.)
- Prepare a letter to the appropriate USAG representative requesting permission. (See 'Forms' for a Sample Request for Fundraising.)

The letter should specify:

- The unit name;
- Type of event, date, time, and place;
- Use of the funds;
- POC (must be a spouse, not a soldier); and
- Whether the approval letter should be mailed or will be picked up.

NOTE: Obtaining a legal review can take up to two weeks so plan accordingly.

- If distributing food of any kind (including prepackaged foods), find out local requirements for handling food to be consumed by the public. It may be necessary for volunteers to attend a food handlers or food safety course provided by your local public health entity.
- If planning the event outside a PX or commissary, contact the facility manager beforehand to get permission to occupy the site.
- Keep in mind that all the above documentation and the trained food handler must be present at the concession site during the entire fundraising event.

Things to Remember When Fundraising

- Start by talking with the commander or RDC about proposed fundraisers.
- When conducting fundraisers, FRGs are accepting donations and giving goods and services to the donors—not selling them.
- Don't conduct fundraisers without the required authority, permits, and training.
- Soldiers cannot participate in fundraisers in uniform. Further, they may participate only during off-duty time (in civilian clothing), unless the unit commander has obtained written permission for soldiers to help during on-duty time.
- Generally, FRG members should accept donations for their goods and services. However, a specific minimum donation may be set for bake sales, craft fairs, and car washes.
- Any solicitation is prohibited.
- Remember that official FRG newsletters may not contain references to dollar amounts earned from fundraisers.
- Encourage all FRG members to participate in unit fundraisers. It's good for morale, and besides, when everyone helps with the FRG's work, it's fair to share in the benefits.

FRG Funds Job Descriptions

POSITION TITLE: FRG Informal Fund Custodian

RESPONSIBLE TO: FRG Leader and RDC

PURPOSE: Serve as custodian for the FRG informal fund

POSITION DESCRIPTION:

- Obtains appointment letter from the Commander / RDC.
- Sets up fund account at local bank.
- Maintains FRG fund records and ledger; keeps it up to date at all times.
- Receives and accounts for all funds submitted from fundraisers; prepares deposit slips, and deposits funds into the FRG account.
- Disburses checks in accordance with FRG Leader and commander's guidance.
- Reviews monthly bank statements and reconciles with ledger; calls bank about any unexplained discrepancies.
- Prepares monthly reports and presents them to FRG Leader and Commander / RDC; also reads financial summary aloud at FRG meetings.

TIME REQUIRED:

- 10 hours per month (depending on activity frequency).
- One year commitment.

QUALIFICATIONS & SPECIAL SKILLS:

- Knowledge of banking procedures
- Good math skills
- Well organized
- Ability to work well with others

RECOMMENDED TRAINING:

- ACS FRG Funds & Fundraising Training
- Similar courses and/or past experience

I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of _____.

Name: _____
Print Name

Signature

Date: _____

POSITION TITLE: FRG Informal Fund Alternate Custodian

RESPONSIBLE TO: FRG Leader and RDC

PURPOSE: Serve as alternate custodian for the FRG informal fund

POSITION DESCRIPTION:

- Obtains appointment letter from the Commander / RDC.
- Monitors fund account at local bank.
- Maintains FRG fund records and ledger in the absence of fund custodian; keeps it up to date at all times.
- Receives and accounts for all funds submitted from fundraisers in absence of fund custodian; prepares deposit slips, and deposits funds into the FRG account in the absence of fund custodian.
- Disburses checks in accordance with FRG Leader and commander's guidance in the absence of fund custodian.
- Reviews monthly bank statements and reconciles with ledger in the absence of fund custodian; calls bank about any unexplained discrepancies.
- Prepares monthly reports and presents them to FRG Leader and Commander / RDC in the absence of fund custodian; also reads financial summary aloud at FRG meetings in the absence of fund custodian.

TIME REQUIRED:

- 10 hours per month (depending on activity frequency).
- One year commitment.

QUALIFICATIONS & SPECIAL SKILLS:

- Knowledge of banking procedures
- Good math skills
- Well organized
- Ability to work well with others

RECOMMENDED TRAINING:

- ACS FRG Funds & Fundraising Training
- Similar courses and/or past experience

I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of _____.

Name: _____
Print Name

Signature

Date: _____

POSITION TITLE: Fundraiser Chairperson

RESPONSIBLE TO: FRG Leader

PURPOSE: Manage FRG fundraising activities

POSITION DESCRIPTION:

- Coordinates with FRG Leader and Activities Chairperson on upcoming events and financial needs.
- Coordinates with commander or first sergeant on training schedule and open times for fundraisers.
- Canvasses membership about types of fundraisers desired.
- Coordinates with commander about proposed fundraiser(s).
- Prepares fundraiser permission letter and delivers to FRG Leader.
- Works with FRG Liaison to publicize upcoming fundraiser.
- Complies with Army regulations and post rules.
- Works with fundraiser committee to plan the fundraiser.
- Recruits volunteers and delegates duties.
- Supervises the fundraiser on the appointed day.
- Safeguards funds and turns them over to the treasurer or alternate as soon as possible.
- Reports fundraiser results to FRG Leader and membership.

TIME REQUIRED:

- 10 hours per month (depending on scheduled activities).
- One year commitment

QUALIFICATIONS & SPECIAL SKILLS:

- Knowledge of fundraising regulations.
- Excellent leadership traits—works well with other.

RECOMMENDED TRAINING:

- ACS FRG Training
- Similar courses and/or past experience

I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of _____.

Name: _____
Print Name

Signature

Date: _____

Employer Identification Numbers (EIN)

How to Apply www.irs.gov

APPLY BY EIN Toll-Free Telephone Service

Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line (800-829-4933). The hours of operation are 7:00 a.m. - 10:00 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

APPLY BY FAX

Taxpayers can FAX the completed Form SS-4 application to their state FAX number (see [Where to File - Business Forms and Filing Addresses](#)), after ensuring that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type. If the taxpayer's fax number is provided, a fax will be sent back with the EIN within four (4) business days.

APPLY BY MAIL

The processing timeframe for an EIN application received by mail is four weeks. Ensure that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type and mailed to the taxpayer.

APPLY BY EIN ONLINE

This [Internet EIN](#) (www.irs.gov) application is another avenue for customers to apply for and obtain an employer identification number. Once all the necessary fields are completed on the online form, preliminary validation is performed and the taxpayer will be alerted to information IRS needs that may not have been included. An EIN will be issued after the successful submission of the completed Form SS-4 online.

**** Request for Banking Privileges**



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY, YOUR UNIT
CMR XXX, Box XX
APO AE XXXXX

REPLY TO
ATTENTION OF

XXXX-XX-HHC (HHC)

MEMORANDUM FOR BANK NAME, ATTENTION: NEW ACCOUNTS

SUBJECT: Request and Authorization for Banking Privileges

1. The following organization requests permission to conduct banking transactions at (name of bank):

Organization: _____ EIN: _____

In the name of: _____ FRG Informal Fund

Mailing Address: _____

2. Type account: Ordinary Business Checking – Non-Interest Bearing Account

3. Authorized signatories:

(NAME PRINTED) (Signature) (SSN) (TITLE)

(NAME PRINTED) (Signature) (SSN) (TITLE)

(NAME PRINTED) (Signature) (SSN) (TITLE)

4. Please refer any questions to the undersigned at XXX-XXXX.

COMMANDER N. CHARGE
CPT, XX
Commanding



**DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY, YOUR UNIT
CMR XXX, Box XX
APO AE XXXXX**

**REPLY TO
ATTENTION OF**

XXXX-XX-HHC (HHC)

MEMORANDUM FOR COMMANDER, HHC, YOUR UNIT HERE

SUBJECT: Appointment of HHC Family Readiness Group Fund Custodian and Informal fund Account Signature Card Designees

1. This is to confirm appointment of Jane Doe as Treasurer of the HHC, YOUR UNIT NAME HERE Family Readiness Group for a period of one year from (month/year to month/year).
2. Your activities as Fund Custodian must be in compliance with USAREUR Regulation 608-2. Your point of contact on my staff is Ms.Sally Mae.
3. This is to confirm the appointment of Jane Doe, Mary Smith and Karen Jones as signature designees for the B Company Informal Fund checking account. The account #0000000 is held at the Community Bank, USAG-YOUR GARRISON HERE, ANYWHERE, Germany. Two signatures are required when writing a check. Questions can be referred to my staff point of contact, Ms. Sally Mae at XXX-XXXX.

COMMANDER N. CHARGE
CPT, XX
Commanding

Copy Furnished:
Sally Mae

FRG FUNDRAISING CHECKLIST

Date Completed

FRG Representative authorized by unit commander to organize as an Informal Fund.

FRG has organized as an Informal Fund and has established a non-interest bearing bank account with an EIN (SS-4).

FRG has submitted a Fundraising Request to the USAG Representative at least 10 working days prior to the event.

Fundraising Request clearly states the purpose of the fundraiser. The location of the fundraiser is within the community in which the FRG operates.

The USAG Representative has notified the FRG in writing of the approval or disapproval of the fundraiser.

The After Action Report has been completed and Sent to the unit commander within 30 days after The fundraising event.



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY, YOUR UNIT
CMR XXX, Box XX
APO AE XXXXX

REPLY TO
ATTENTION OF

XXXX-XX-HHC (HHC)

MEMORANDUM FOR DCA, USAG-YOUR GARRISON HERE, ANYWHERE, Germany

SUBJECT: Fundraising Activity for _____

1. The following organization requests permission to raise funds:

Organization: _____ EIN: _____
Type of Fundraiser: _____
Location Requested: _____
Date(s): _____ Time(s): _____
POC: _____

2. The most recent treasurer's report is attached.

3. All funds raised by this activity will be used/distributed IAW with DODI 1000.15 and AE Regulation 210-22, Private Organization and Fund Raising Policy. An After Action Report will be submitted to the Unit Commander NLT 30 days of completion of the event.

4. The following individuals will supervise the activity and cash control for the event:

Name: _____ Name: _____
Address: _____ Address: _____
APO: _____ APO: _____
DSN/Home#: _____ DSN/Home#: _____

5. Coordination :

Facility Manager

Date

SIGNATURE

COMMANDER N. CHARGE
CPT, XX
Commanding

**** Request for Legal Review**



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY, YOUR UNIT
CMR XXX, Box XX
APO AE XXXX

REPLY TO
ATTENTION OF

XXXX-XX-HHC (HHC)

XX XXX XXXX

MEMORANDUM FOR ADMINISTRATIVE LAW, YOUR GARRISON HERE

SUBJECT: Informal Fundraiser Legal Review

1. HHC, YOUR UNIT HERE Family Readiness Group requests legal review/authorization to raise funds via a fundraising event.
2. Type of Fundraiser will be the Sale of a FRG Throw within YOUR UNIT HERE. This will be an ongoing event, starting on XX XXX XXXX.
3. All funds raised by this activity will be used/distributed IAW with DODI 1000.15 and AE Regulation 210-22 Private Organization and Fundraising Policy.
4. The following individuals will supervise the activity and cash control for this event:

NAME OF INDIVIDUAL
NAME OF INDIVIDUAL

5. POC for this memorandum and fundraiser is YOUR NAME HERE, at YOUR.NAME.HERE@US.ARMY.MIL or DSN XXX-XXXX.

COMMANDER N. CHARGE
CPT, XX
Commanding

AFTER ACTION REVIEW (Part A)

AARs are due NLT 30 calendar days after the event. The report must include a summary of the event (including planning, execution, problems, how proceeds were or will be spent, and suggestions for the next event.

1. Provide the following information:

Name of Organization: _____

Type of Fund Raiser: _____

Date of Fundraiser: _____ Date of Conclusion: _____

Name/Phone Number of Person Submitting AAR:

2. Financial Summary:

Ending Deposit:*		_____
Less Start-Up Funds:	-	_____
Total Collected:	=	_____
Less Prepaid Expenses:**	-	_____
Less Cost of Goods Sold:***	-	_____
Total Revenue:	=	_____

***Ending Deposit** is total money collected from all sources during fund raiser.

****Expenses** include rent space, advertising, etc.

*****Cost of Goods Sold** is the cost of all goods purchased for resale, both before and during fundraiser.

3. Proceeds from fundraisers conducted by an IF must be spent in a manner consistent with that organization's purpose.

4. Please write a summary below:

5. Attach a copy of the fundraiser approval document.

AFTER ACTION REVIEW (Part B)

FRG FUNDRAISER REPORT/AFTER ACTION REVIEW

EVENT: _____

PLACE: _____

DATE: _____ TIME: _____

APPROXIMATE NUMBER ATTENDING: _____

COST OF ITEMS: Estimated Cost/Actual Cost

Food _____/_____

Beverages _____/_____

Condiments _____/_____

Miscellaneous

Item _____/_____

Item _____/_____

Item _____/_____

SUPPLIES: Estimated Cost/Actual Cost

Cups _____/_____

Napkins _____/_____

Plates _____/_____

Eating Utensils _____/_____

Decorations _____/_____

MISC: Estimated Cost/Actual Cost

Item _____/_____

Item _____/_____

Item _____/_____

RENTAL COSTS: Estimated Cost/Actual Cost

Location _____/_____

Equipment _____/_____

Transportation _____/_____

ESTIMATED CHARGE PER: _____ (SINGLE) _____ (COUPLE) _____ (GUEST)

ESTIMATED COST OF EVENT: _____

ACTUAL COST OF EVENT: _____

DONATIONS RECEIVED: _____

PROFIT/LOSS: _____

NOTES:

Fundraising Report informal fund ledger

CHECK #	DATE	Paid to	Receipt	For	Check Amt	Deposit	Balance
Beginning Balance on 1 JAN 07							\$938.23
DEP	5-Jan-07			Donations for Welcome Home Party (Checks)		155.00	1,093.23
DEP	5-Jan-07			Donations for Welcome Home Party (PayPal)		170.00	1,263.23
513	20-Jan-07	Community Club	28	Phantom Warrior Center rental for party	15.00		1,248.23
514	21-Jan-07	Pizza Point	29	35 Pizzas for party	2,249.49		1,018.74
515	21-Jan-07	Texas Style BBQ	30	Catering for 120 ppl for party	600.00		418.74
516	21-Jan-07	FRG Member	31	Reimburse for 2 sheet cakes for party	63.98		354.76
517	21-Jan-07	FRG Member	32	Reimburse for balloons, decorations, drinks, cutlery	70.42		284.34
DEP	16-Mar-07			\$35 from 4 imprint, \$500 from FRG member		535.00	819.34
518	16-Mar-07	FRG Member	33	Reimburse for welcome home refreshments	26.95		792.39
519	5-Apr-07		34	Reimburse-gift cards/door prizes @ party	165.00		627.39
520	5-Apr-07	Commander	35	Reimburse for items @ party	90.08		537.31
DEP	25-Apr-07			Sold 2 cookbooks @ FRG mtg		20.00	557.31
521	25-Apr-07	Anthony's Pizza	36	Pizza for Tricare class	54.10		503.21
DEP	25-May-07			Money form Battalion snack sale		334.48	837.69
DEP	2-Jun-07			Money from café press		25.41	863.10
522	27-Jun-07	HHC FRG	37	Loan to buy drinks for freedom fest	100.00		763.10
DEP	10-Aug-07	HHC FRG		Loan paid for freedom fest drinks		100.00	863.10
DEP	30-Sep-07			Wingers' fundraiser & \$20 donation from FRG member		385.00	1,248.10
523	23-Oct-07	Commander	38	Snacks for June, July & Aug FRG meetings	172.15		1,075.95
524	25-Oct-07	Commander	39	Baby gifts for 4 New babies in HHC	68.17		1,007.78
525	31-Oct-07	Commander	40	Sept gift card and sympathy present for FRG family	34.99		972.79
526	31-Oct-07	Commander	41	\$25 gift card and candies for Fall Fest	67.80		904.99
527	8-Nov-07	Wingers	42	Partial Payment for FRG members' dinner	42.00		862.99
ENDING BALANCE ON 31 DEC 07							\$862.99

Family Readiness Group Funds April 2008

APF FUNDING	FRG INFORMAL FUNDS	SUPPLEMENTAL MISSION FUNDS	NAF FUNDS
Official Mail FRG newsletter	Social Activities	FRG Social Activities FRG Holiday Parties FRG Outings	Registered FRG Volunteer Expenses
Use of government facilities and equipment	FRG Parties- Outings FRG Holiday parties	Volunteer Mementos or Gifts	Annual Volunteer recognition awards (Garrison approval required)
Use of government owned or leased vehicles	Volunteer Mementos or Gifts	Welcome Home Activities	Awards, Banquets and Mementos (Garrison approval required)
Travel-Training Expenses for FRG Volunteers	Welcome Home Activities (Expenses may be shared w/other FRGs see policy memo)	Reimbursement of statutory volunteer expenses if APFs are not available Food	
Reimbursement of Incidental Expenses for FRG Volunteers	Food		
Child Care for FRG Volunteers			
Awards			

References

AR 608-1, 19 Sep 2007, Appendix J, USAREUR

Army Directive 2008-01 Increase in Family Readiness Group Informal Fund Cap

USAREUR Policy memo Use of Family Readiness Group Funds 6 SEP 2007

USAREUR Policy memo Appropriated Funds for Family Readiness Groups 2 Nov 2007

FRG Receipt Register
<Your Unit Name and/or Crest HERE>

Date: _____

Check #: _____

Amount: _____

Check made out to: _____

Written by: _____

Reason: _____

Attach Receipt or Deposit Slip below. Add additional slips on back or on a separate sheet of paper stapled to this sheet.

Current Balance: _____

FRG Appropriated Funds Purchase/Budget Request

Name of Unit: _____ Date of Request: _____

FRG Treasurer: _____ Phone Number: _____

SUPPLIES, MATERIALS, EQUIPMENT

<i>ITEMS REQUESTED</i>	<i>QUANTITY</i>	<i>COST</i>	<i>TOTAL PRICE</i>

<i>Total Price for Supplies, Materials and Equipment</i>	\$
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VOLUNTEER REIMBURSEMENT

These expenses are reimbursements of FRG volunteer incidental expenses as authorized by AR 608-1, Appendix J, paragraph 4a-b. (as needed, Invoice, Invitational orders, SF 1164, SF 1034, or supporting documents attached)

I have reviewed and concur with this budget request.

FRG Leader Name _____

FRG Leader Signature _____

Date _____

I have reviewed and determined this request clearly supports an authorized mission of the FRG. I approve the purchase of item(s) or reimbursement of volunteer expenses with the unit's appropriated funds intended for FRGs.

Commander's Name: _____ Unit: _____

Date Signed: _____

Commander's Signature

This purchase request will be forwarded by the Unit Commander to the Battalion (or unit) S4 for RM coordination and procurement.

Extras:

Try These Fundraisers!

Christmas Gift, Wrap: Provide gift wrap services at a PX mall from the day after Thanksgiving through 23 December. Ask the PX to provide (at no cost) all the materials needed for gift wrapping.

Bake Sale: Tie it to an event: ACS birthday, drill weekend, Mother's Day, Black History Month, Army, installation, or unit anniversary.

Snapshot Booth: Ask volunteers to take pictures of soldiers with a buddy, spouse/girlfriend, commander, etc. during an event, family day, installation event or hail and farewell.

Appreciation Day: Honor secretaries, volunteers, fellow employees, assistants, clergy, friends, and spouses through the sale of gift plants on Secretary's Day, during Volunteer Appreciation Week or other appropriate times.

Golf Tournament: Make this an annual or semi-annual event. Negotiate contribution of entry fees.

July 4th: Sell soda, watermelon, peanuts or other food and beverage items at local installation festivals and parades.

Car Wash: Choose a retiree activities day, sale day at the PX, or a drill weekend to conduct a car wash. Since some communities require a license, plan ahead in case the license must be obtained in advance.

Bagel Mania: Sell bagels, muffins, coffee, juices, and fruits on event weekends or at times when large groups may be gathered at installation events (PDP, SRP, etc).

Staging a "Mugging": Sell mugs with unit logos.

Julia Child Meets the Galloping Gourmet: Ask soldiers and family members to contribute favorite recipes for a theme, seasonal, or unit cookbook. Sell them!

Senior Leadership Dunk: Set up a dunking booth for an organizational or family day,

carnival, right arm night at the club or other event.

Pie in the Face: "Buy" a staffer and throw a cream pie in his/her face.

Tales from the Crypt: Sell and deliver dead flowers to coworkers, friend, and loved ones on Halloween.

Fool's Bouquets: Same as above, done for April Fools Day.

PDP Flea Market and Craft Fair: Set up a tent outside local event. Sell floor space to vendors and crafters. Sell foods to patrons.

Military Florist: Negotiate with post or local florist for a reduced rate on flowers or potted plants for Military Spouse Day, Valentine's, or Mother's Day and add a profit margin.

Fun Run/Walkathon: Charge nominal entry fee or take pledges.

Mini-Marathon Bingo: Conduct a bingo night.

Other:

- Charge for unit talent show
- Have celebrity perform some service that is auctioned off
- Put piggy bank in company area to collect loose change
- Sponsor recycling effort
- Bunko Night

Hints:

- Get FRG members to donate their talents and time.
- Keep tickets cheap.
- Encourage multiple tickets (one for \$1 / 3 for \$2)
- Shift to fit occasions (kid items at kid events, etc)

**When planning any fundraising event,
check installation rules and regulations
and
consult with your ethical counselor!**