



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
221ST BASE SUPPORT BATTALION
UNIT 29623
APO AE 09096

AETV-WSB-CO

01 SEP 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 221st Base Support Battalion (BSB) Commander's Policy (CP) 2-35 (Family Readiness Group (FRG) Fundraising)

1. References:

- a. Memorandum, AETV-HUG-Z, 17 Nov 03, subject: Family Readiness Group (FRG) Fundraising.
- b. AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01.
- c. AR 600-20, Army Command Policy, 13 May 02.
- d. AR 600-29 Fund Raising Within the Department of the Army, 1 Jun 01.
- e. UR 608-2, Family Support System, 12 Aug 98, and Change 1, 23 Oct 98 to UR 608-2, Support System, 12 Aug 98.
- f. DA Pam 608-47, A Guide to Establishing Family Support Groups, 16 Aug 93.

2. Pending publication of new IMA-E/USAREUR guidance, FRG Fundraising will be conducted as follows.

3. Family Readiness Groups may request authority from the 221st BSB Commander to conduct fundraising activities outside their unit area. Family Readiness Groups will submit written requests for authority to conduct fundraising activities to the 221st BSB Directorate of Community Activities (DCA) Financial Management Division (FMD). The FMD will ensure that the FRG is registered with Army Community Service and obtain the BSB Commander or his delegate's approval of each fundraising activity. Requests must state the date(s) and location(s) for each event, an explanation how the funds raised will be used, and the unit Commander's concurrence. A sample request for approval is at Enclosure 1. Requests should include, if applicable, approval from the activity where the fund raising event is to take place (i.e. the Commissary or PX manager).

4. Following each event, FRGs will complete an after action report (Enclosure 2), provide one copy to the Financial Management Division and retain the original for their records.

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5. The contents of this policy will be reviewed and revalidated annually on the anniversary date of its publication. Revalidation will be reported in writing to the Adjutant, 221st BSB, within two weeks of the anniversary date. Policies requiring revision will be submitted within thirty days of the anniversary date for the Commander's approval/signature.

6. POC for this policy letter is the Directorate of Community Activities (DCA) Financial Management Division (FMD) at 338-7683.

5. "Excellence Always!"

2 Encls

1. Fundraiser Approval Request
2. Fundraiser After Action Review


CHRISTOPHER C. FRANKS
LTC, CM
Commanding

DISTRIBUTION:

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MEMORANDUM THRU Director of Community Activities

FOR 221ST BSB Commander

SUBJECT: Request for Approval of FRG Fundraiser

1. Request authority for the _____ to conduct a fund raising event at the
(Unit FRG)
_____ on _____
(Identify Facility) (date)

2. Specific purpose is to

3. Approval of the facility manager where the fundraising event is to be held, if appropriate, is provided as an enclosure.

(Signature) FRG Leader

Unit Commander Concurrence _____

FRG FUNDRAISER
AFTER-ACTION REPORT

EVENT NAME: _____

DATES OF EVENT : _____

TOTAL SALES / RECEIPTS: _____

EXPENSES: _____

TOTAL EXPENSES: _____

NET INCOME: _____

EVENT POC: _____

TYPED NAME

SIGNATURE & DATE

UNIT CDR REVIEW _____

SIGNATURE & DATE