



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

IMWB-ZA

09 July 2012

MEMORANDUM FOR All Members of the USAG Wiesbaden Community

SUBJECT: US Army Garrison Wiesbaden Command Policy Letter 23, Internal Unit Fundraising for Unit Informal Funds and Family Readiness Groups

1. References:

- a. Army Regulation 600-20, Army Command Policy, 18 March 2008\RAR 4 August 2011
- b. Army Regulation 600-29, Fund-Raising Within the Department of the Army, 7 June 2010.
- c. DOD 5500.7-R, Joint Ethics Regulations, 2 July 2010.

2. Purpose. Establish an internal fundraising (IF) policy for units and family readiness groups (FRGs) who want to hold occasional internal fundraising in compliance with Army Regulation (AR) 600-20 and AR 600-29.

3. Applicability. This policy applies to all units within the USAG Wiesbaden area of responsibility.

4. Policy.

a. A change in AR 600-29 effective 7 July 2010 requires all fundraising activities to have a legal review and approval by the garrison commander (GC). This includes fundraising for informal unit funds, such as cup and flower funds and FRGs fundraising internally at the unit. Prior to this change the unit commander could approve fundraising for the unit's informal fund (IF), such as the cup and flower fund and the unit's FRG if the fundraising is held in the unit area.

b. This is a substantial change and it expands the GC's control over unit IF fundraising, which has traditionally been controlled by the unit commander, and will create an exponential growth in requests submitted to the GC. Therefore, the GC is issuing this policy as a means for the unit commanders and FRGs to get a one time approval for all internal unit IF fundraising and FRG fundraising.

c. In order to gain approval, the unit commander must submit a memorandum thru their chain of command to the GC acknowledging that all fundraisers will adhere to the requirements and

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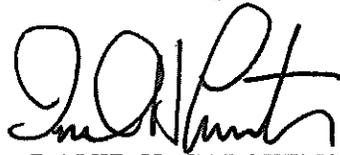
restrictions set forth in this policy and with the JER and AR 600-20. The memorandum will state that each fundraiser conducted by the unit will have the following:

- (1) Unit commander approval.
- (2) Be strictly voluntary.
- (3) Subordinates will not be solicited.
- (4) Fundraising will occur outside normal duty day or during lunch so long as the fundraising does not interfere with mission.
- (5) The location of the designated common area(s) where all unit fundraising events will occur (any fundraising outside this designated area will require GC approval).
- (6) The fundraising will occur in the unit's designated common area and will only be among its members for the benefit of its members.

d. The same requirements apply to the unit FRGs, which must also submit a memorandum to the GC and can only fundraise in the designated unit area when approval is given. Any fundraising outside the designated area will need GC approval for each event.

5. Exclusion to Policy. This policy does not apply to or change the fundraising requirements for FRGs fundraising outside the unit. Nor does this policy apply to or change the fundraising requirements for private organizations (POs). FRGs fundraising outside the unit area and POs must still obtain the garrison commander's approval and follow all other requirements set out in AR 210-22 and AER 210-22.

6. Point of contact for this memo is Ms. Patricia Benz, Management Analyst, who may be reached at DSN: 335-5466 / CIV: 0611 408 0466 or via email: patricia.l.benz2.naf@mail.mil.



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