



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09096-0050

APR 07 2009

IMEU-WSB- ZB

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Garrison Wiesbaden Fundraising Standard Operating Procedure

1. PURPOSE. To establish policies and procedures for fundraising in USAG Wiesbaden.
2. APPLICABILITY. This SOP is applicable to private organizations, Informal Funds (IF) and Family Readiness Groups (FRG) wishing to fundraise on U.S. Forces installations in USAG Wiesbaden or USAG Baumholder, and will be provided to private organizations (PO) requesting that authorization.
3. RESPONSIBILITY. It is the responsibility of the private organization to adhere to all applicable regulations, host nation laws and to follow the provisions of this SOP.
4. REFERENCES:
 - a. DODI 1000.15, Private Organizations on DOD Installations, 25 May 2005.
 - b. AER 210-22, Private Organization and Fundraising Policy, 2 Dec 2003.
 - c. AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 2001.
 - d. AR 215-1, Family, Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities, 31 July 2007.
5. FUNDRAISING.
 - a. Fundraising will be conducted in accordance with the applicable regulations.
 - b. The PO must have written approval from the garrison commander, or the delegated representative, to conduct a (external) fundraiser. (See Paragraph 6c for description of external fundraiser).
 - c. POs will submit requests for authorization to hold a fundraiser after having obtained permission from appropriate site manager (AAFES / DeCA / facility manager), at least 60 days prior to desired event to the garrison Private Organization Coordinator; to allow time for legal review and signature.

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d. No fundraising activities will be held unless the PO obtains written approval from the garrison commander. The approval document will be displayed in plain view during the fundraising activity.

e. Upon receipt of request to hold a fundraiser, the (Financial Management Division) Private Organization Coordinator will:

(1) Provide a fundraising SOP to assist the PO with requirements and timelines for obtaining approval.

(2) Suspend the request for receipt of final documented adherence and formal request for approval for holding a fundraiser.

(3) Coordinate with preventive medicine office when the fundraising event involves the sale or distribution of food.

(4) Upon receipt of formal request, submit the entire packet to FMWR to prevent conflict with FMWR activities and to Wiesbaden/ Baumholder Legal Center for legal review.

(5) Upon notification by Wiesbaden/Baumholder Legal Center that the request meets all legal requirements, the FMD will prepare a memorandum for signature of the USAG Wiesbaden commander for Wiesbaden, and USAG Baumholder commander for Baumholder or his delegated authority.

(6) FMD will suspend for receipt of an After Action Report (AAR) from the PO. An AAR is required within 5 days of the fundraising event. Should the PO not submit the AAR in the time allotted, a reminder will be sent giving the PO another 5 days. If the PO does not comply, the file will be flagged, the PO will not be granted permission to hold another fundraiser until in compliance. The approving authority will be informed of the non-compliance and the PO will be subject to removal of its authorization to operate.

6. Fundraising Activities

a. POs, FRGs and IF managers may conduct fundraising activities. These activities may include baked-food sales, car washes, raffles, and other events. POs and FRGs may conduct internal and external fundraising activities; IFs may only conduct internal fundraising activities.

b. Internal Fundraising Activities. These activities (for example, internal raffles, club retail sale) will involve only PO, FRG or IF members and their bona fide guests. FRG members include all military personnel, civilian employees, and Family members of the sponsoring unit.

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c. External Fundraising Activities. Any fundraising activity that includes sales to personnel other than PO members and their bona fide guests is considered a major fundraising activity. Major fundraising activities include but are not limited to art auctions, bazaars, bingo, car washes, bake sales, and raffles. Major fundraising activities will be open only to authorized U.S. and SOFA ID card holders. The garrison commander, or the delegated representative, must approve the major fundraising activity.

d. Location. All fundraising must be restricted to the U.S. Forces-controlled installation and may not take place in the federal workplace. The federal workplace includes areas in the immediate area of federal employees performing official duties. Permissible fundraising areas will be designated by the USAG Wiesbaden Commander for Wiesbaden, and the USAG Baumholder Commander for Baumholder.

e. Soliciting Money. Fundraising for approved POs are approved if it is limited to individuals with SOFA status. Money will not be solicited or accepted from HN citizens or other individuals not authorized SOFA status or individual logistic support under USAREUR Regulation 600-700. Any request for an exception to this policy must be sent through the USAG Wiesbaden commander and the Regional Director, IMCOM-Europe, for approval by the DCG/CoFS, USAREUR/7A, after consultation with the CG USAREUR Customs Executive Agency (AEAPM-CEA-NS) and any required coordination with the HN.

7. Specific Fundraising Events:

a. RAFFLES:

(1) In addition to the information required in paragraph 5 above, requests for authority to conduct raffles will include the following information:

- (a) The dates that the sale of raffle tickets will start and end.
- (b) A list of the prizes and the cost of each prize.
- (c) A statement that the sponsoring PO has enough money to pay for the merchandise and cash prizes.
- (d) The place or places where the prizes will be displayed before the drawing.
- (e) The maximum number of tickets projected to be sold.

(2) The approval authority and the PO must provide enough supervision to ensure that events are conducted fairly and equally.

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(3) Participation will be limited to U.S. personnel.

(4) In Germany, participating retired military personnel, unaccompanied Family members, and other personnel not granted full logistic support according to UR 600-700 will be informed of their responsibility to notify the German customs office of any item purchased or won (other than for immediate consumption) if the value of the prize exceeds euro 25 or the dollar equivalent.

(5) The running of a raffle will not exceed 75 consecutive calendar days from the date ticket sales begin until the date of the drawing.

(6) Each ticket sold will be equal in chance.

(7) The time and place of the drawing will be adequately publicized.

(8) An authorized raffle will be completed in the time announced regardless of the number of tickets sold unless the approval authority grants an extension because of unforeseen circumstances not caused by the sponsoring PO.

(9) No persons under 18 years old will be permitted to participate in raffle ticket sales under any circumstances.

(10) Foreign- and U.S.-made automobiles may be raffled off at a major fundraiser with the following restrictions:

(a) Only U.S.-manufactured automobiles may be displayed on the installation and only with the USAG commander approval.

(b) A sign identifying the donor is permitted, but representatives, PO officials, or volunteers are prohibited from conducting sales activity at the display site.

(c) Raffle tickets may not be sold off the installation.

(d) An automobile may not be displayed if it is not being offered as a prize.

(11) The total value of all noncash prizes will be limited to \$10,000, any amount over \$10,000 must be approved by the garrison commander. When merchandise is awarded, the value of the items will be based on their normal retail prices and not on discount or special costs to the PO conducting the event.

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(12) The total value of all tickets to be sold will not exceed five times the total value of the prizes. Tickets will —

- (a) Be numbered consecutively on the ticket and stub.
- (b) Provide space on the stub for the name and address of the ticket purchaser.
- (c) Indicate that no refunds will be made.
- (d) Indicate the price of the ticket or group of tickets.
- (e) Indicate the time, date, and place of the drawing.
- (f) State that the holder of the winning ticket need not be present at the drawing.
- (g) Include a statement in English and the language of the host country about restrictions on participation.

b. GAMBLING NIGHT: Minors will not be permitted in rooms where gambling take place. In addition to the requirements in paragraph 5, the following information will be included on requests for gambling nights:

- (1) The type and number of games to be played and the type and denomination of artificial currency to be used (for example, chits, chips).
- (2) An explanation of controls established to discourage excessive losses by individuals.

c. BINGO: Bingo games will be conducted as follows:

- (1) The games will be self-supporting and the sponsoring PO will pay for merchandise prizes before the event or have cash on hand to pay for prizes. Neither the amount of prizes nor their awarding will be based on income generated by the bingo game.
- (2) Suitable controls will be established (including security of bingo cards, verification of winning cards, and a check of admission tickets).
- (3) Bingo prizes may be in cash or merchandise. One jackpot prize of \$500 or less may be given during one event. If the jackpot prize is not won, however, a consolation prize of \$150 or less may be awarded.

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d. **BAZAARS:** Bazaars are one-time sales events held in USAREUR communities to provide a broad selection of household and novelty items to Soldiers, civilian employees, and their Family members. USAREUR quality of life is significantly improved through PO donations to fund charitable projects that benefit the military community.

(1) Garrison commanders are the approval authority to allow bazaars to operate on USAREUR installations. If the commander authorizes a PO to conduct a bazaar, the PO may solicit donations and seek sponsorship for the bazaar. If the PO obtains commercial sponsorship, the PO must ensure there is no conflict with the Army and Air Force Exchange Service and NAF agencies.

(2) The installation family, morale, welfare, and recreation (FMWR) program or an approved PO may conduct bazaars on USAREUR installations.

(3) FMWR activities and POs may not jointly sponsor a bazaar, but both may be involved under a contractual agreement (either the PO contracts the IFMWR for services or the FMWR contracts with the PO as a vendor).

(4) If an FMWR activity sponsors the bazaar, it may include POs in the pool of vendors conducting sales at the bazaar. The PO must have a business license from the HN or a tax number and appropriate insurance coverage. Spouse group POs are exempt from VAT and German income tax under the German Supplementary Agreement to the Status Of Forces Agreement but must have appropriate insurance coverage to be considered as an FMWR vendor.

(5) If an approved PO sponsors the event, the PO may use an MOA or a contract to gain facility and administrative support from FMWR. FMWR will supply the PO with an itemized list of the exact services to be supplied with the actual cost for each service. Itemized costs must be negotiated with the PO and agreed in advance under a timetable set during initial meetings. FMWR may also charge the PO up to 10 percent of the total actual cost to FMWR as FMWR income.

(a) POs will be charged only for the actual NAF costs of supplies, materials, purchase or rental of equipment or property obtained specifically for the event (for example, tables, tents), and facility rental fees. Other actual costs may include personnel wages, administrative supplies and forms, and marketing and contracting support. FMWR may charge the PO an additional fee to offset lost opportunity costs for FMWR assets used to support the event. All lost opportunity costs must be based on historical data, to include the additional revenue to FMWR due to the event. FMWR must itemize these opportunity costs and negotiate these with the PO. POs will not be charged fixed overhead costs which the facility would incur even if the PO was not using the facility.

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(b) POs will not be charged for appropriated fund (APF) costs that are cost-free to FMWR activities. POs may be charged for APF support. Examples of such costs are utility-line installation and removal or trash removal. Any fees collected to offset APF support will be used to reimburse the APF.

(c) The garrison commander is the final authority in resolving disputes concerning cost assessment.

(6) A spouse-group PO that sponsors a bazaar will contract with FMWR to provide blanket tax-relief services for the bazaar. The PO may procure goods and services that are free of VAT and customs duties through the FMWR for resale of the goods or services to authorized ID cardholders and authorized Allied Forces personnel. Under the contract, FMWR will provide the necessary HN tax-relief paperwork to each applicable bazaar vendor.

(7) If the commander approves a PO other than a spouse-group PO to sponsor a bazaar, the PO may contract with FMWR to provide individual VAT-relief-form services to bazaar customers. The PO may also sponsor a bazaar that requires customers to provide their own VAT-relief forms for purchases from HN vendors.

(8) FMWR will execute concessionaire agreements with commercial vendors for all sales at the bazaar and will be responsible for funds control. The sponsoring PO can stipulate in the MOA or contract that a PO representative will be present at all fund reconciliations, but vendor payments must be paid through the FMWR.

(9) FMWR for the bazaar will deposit bazaar revenue in FMWR, pay concessionaires and vendors for their share of the bazaar revenue, and reconcile profits and costs with the PO.

(10) Bazaar sponsors will document sources of revenue generated at the event (for example, space fees, vendor sales, credit-card income, food sales, raffles).

(11) Bazaar advertising will indicate the responsible sponsor for the event. Advertising may include other sponsoring logos and information if the advertising clearly indicates a support role to the overall bazaar sponsor.

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8. Point of contact for this SOP is Mr. Ron Byrd, USAG Wiesbaden FMD, Internal Controls Branch at DSN 335-5100.


ROBERT KANDLER
Deputy to the Commander

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