## GENERAL FUNDRAISING INFORMATION (Informal Funds)

1. All fundraising activities conducted by Recreational and Educational Private Organizations and Informal Fund Organizations must be signed by an approving official prior to the event as follows:

   a. Within area of responsibility, Commander, DFMWR, or Department of Defense Education Activity (DOE) superintendent approves fundraisers such as cup and flower, holiday party fund, organizational day fund, single Soldier club, sports that are an extension of FMWR (Little League sports, etc.), and activities that are an extension of the on-post schools. This form should be submitted 10 days before the event.

   b. Outside area of responsibility, but on the installation. Director, Directorate of Family and Morale, Welfare and Recreation, approves all fundraisers. The FC 4276 can be submitted electronically to usarmy.fundraising.naf@mail.mil or hand carried to Bldg 2601, Room 236. The request must be submitted 30 days prior to the event to allow sufficient time for coordination and approval.

   c. For food events open to the GENERAL PUBLIC and offering time/temperature control for safety foods (i.e. food that require time/temperature control e.g. dairy products, meat, cut fruits & vegetables, etc.), regardless of where it's prepared, REQUIRES food handler training provided by environmental health. For more information contact environmental health at (270) 412-3980/3979/3990, BLDG 6903 Desert Storm Ave.
2. The fundraiser form for all fundraising requests can be found at [https://campbell.armymwr.com/programs/mobilization-and-deployment-readiness](https://campbell.armymwr.com/programs/mobilization-and-deployment-readiness) under Flyers, Forms and Downloads tab, or at the Family Resource Ctr (Bldg 1501) or at the Private Organization Liaison Office (Bldg 2601, Room 236). For fundraising requests outside of the unit footprint, the approved/disapproved FC 4276 will be returned via email to the POC once completed by the DFMWR Private Organization Liaison office.

3. The following guidelines must be followed when conducting fundraising events:
   
a. Military and civilian personnel acting in an official capacity may not solicit.

b. Military and civilian personnel may not solicit on duty.

c. Participation in any fundraising activity is strictly voluntary.

d. Incentives, such as training holidays or awards for volunteers or participants, are prohibited.

e. All restrictions of DOD Joint Ethics regulations; Army Regulation 210-22 (Private Organizations on Department of the Army Installations); Fort Campbell Regulations 210-4 (Recreational and Educational Private Organizations and Informal Funds on Fort Campbell) and 608-5 (Family Readiness Groups on Fort Campbell); and other policies on use of government resources will be followed.

f. Fundraising activities will not duplicate, compete with, or preempt fund generating programs of the Installation Family and Morale, Welfare and Recreations Funds Activities.