

AMSEL-LG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fundraising and Informal Funds

1. Generally, Federal regulations allow only one fundraising event in the Federal workplace: the Combined Federal Campaign. However, organizations consisting of DoD employees and their dependents may conduct fundraising activities among their own members if the funds are for the benefit of their own members. This type of informal fundraising includes activities such as bake sales and car washes.
2. There are several important restrictions that apply to informal fundraising by DoD employees and their dependents:
 - a. DoD employee organizations and groups must raise the funds only among soldiers and DoD employees here at Fort Monmouth.
 - b. The funds must be for the benefit and welfare of the members of the group or organization.
 - c. DoD employee organizations and groups must obtain prior written approval from the Garrison Commander for each fundraising event held. These requests for informal fundraising activities may be routed through Alice Domenico (x29474) at Commander, U.S. Army Garrison, ATTN: SELFM-RM-R, Fort Monmouth, New Jersey, 07703-5102. Requesters should include a description of the fundraising event and the date, time, and place desired.
3. There are also monetary limitations on informal fundraising by DoD employees and their dependents:
 - a. DoD employee organizations and groups may not maintain more than \$1000 at any given time, unless the group spends the additional amount immediately for the welfare of the group.
 - b. Only one individual is to be responsible for fund custody, accounting, and documentation. The fund custodian must administer fund business during off-duty time. The custodian must make an annual report to his or her military rater or civilian supervisor

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concerning the fund's existence, purpose, and financial status. The custodian is also required to make a report if there is suspicion or occurrence of irregularities associated with the fund.

c. Use of fund finances is limited to expenses consistent with the purpose and function of the fund and is not to be used in any way that appears to be contrary to Army interests.

4. Any questions regarding fundraising activities or policies may be directed to the Legal Office at x24444.

KATHRYN T.H. SZYMANSKI
Chief Counsel

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