

Topic: Fund Raising (page 1 of 4)	OPR: Directorate of Family, Morale, Welfare & Recreation(DFMWR), Financial Management Division (FMD) (760) 380-3348
Reference: AR 600-29 Fundraising within the Department of the Army	

Procedure:

- Fundraisers on the installation must be approved by the Directorate of Family, Morale, Welfare and Recreation (D,FMWR) or his designated representative.
- Organizations permitted to have fundraisers on the installation:
 - Family Readiness Groups (FRG) registered with the Army Community Services (ACS) FRG Coordinator
 - Unit Funds (conducted with the Commander's and Battalion (BN) Unit Fund Manager's permission)
 - Approved licensed Private Organizations
- Family Readiness Groups (FRGs) may conduct a fundraiser within their unit's area with the Unit Commander's permission. Fundraisers to be conducted outside the FRG's unit area (i.e. Post Exchange, commissary, dining facility, etc) requires the DFMWR approval.
- All fundraisers on Fort Irwin require the approval of the DFMWR or approval of his designated representative. This is accomplished through the submission of a NTC Form 665-1-R, Fort Irwin Fundraiser Request, to the DFMWR Support Services Division (SSD), Bldg 550, located on Second Street, two buildings in from the corner of South Loop Road and Second Street. The BN Unit Fund Manager should sign the form if it is a unit fundraiser, by a registered FRG representative for a FRG fundraiser, or by a board member of a PO if it is a private organization fundraiser.
- Fundraisers involving the sale of non-commercially packaged food must be approved by Preventive Medicine. This can be achieved by acquiring Preventive Medicine's signature on the NTC Form 665-1-R. All personnel preparing food for the fundraiser and all person's present at the bake sale must have a food handler's certificate. The organization signing the document must state / verify that they do meet the requirements and, will comply with the requirement that individuals involved in the fundraiser must possess a food handler's certificate. Organizations must Contact Preventive Medicine for class times and dates.
- PO's and FRG's maintain their own funds, when a fundraiser is conducted. Units must deposit the income with SSD, Bldg 550, within one-working day following the event.

Reservations, Cancellations, Locations:

- Reservations can be made in advance for the remainder of the current month plus 60 days. Date will not be scheduled without submission of NTC Form 665-1-R.
- Cancellations must be called in before scheduled date to (760) 380-3348

Fund Raising locations

- Dustbowl Trailer: The most profitable source of revenue for most Unit Funds/FRG's/private organizations. This foodservice trailer may be used to sell food items to rotational soldiers.

Topic: Fund Raising (page 2 of 4)	OPR: Directorate of Family, Morale, Welfare & Recreation(DFMWR), Financial Management Division (FMD) (760) 380-3348
Reference: AR 600-29 Fundraising within the Department of the Army	

(Cont)

Preventive Medicine must approve all requests (on NTC Form 665-1-R) for use of the Dustbowl trailer prior to DFMWR approval. Organizations must clean it after they are through using it. Due to the high demand for this locations each activity may reserve the trailer for only one prime BRD weekend day per quarter period (Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec) and may also schedule one other BRD weekday per rotation. If another organization has not scheduled the trailer within 30 days of a BRD day, organizations may then schedule and operate more than once in a quarter or rotation. The price of goods sold (sodas, hamburgers, hot dogs, etc.) must be at or higher than those prices charged by the MWR and AAFES activities in the Dustbowl.

- Car Washes: Because of environmental concerns, car washes may only be conducted in the Soccer field parking lot located on Inner Loop road. All rags, soap, etc, must be provided by the sponsoring organization. Music must be kept at a low level. Restraint should be used in attracting attention to a car wash. Distractions, which can cause accidents on the roads adjacent to the car wash site, should be avoided. Violation of these guidelines will be cause of immediate shut down of the fundraiser. NO WARNINGS will be given if your organization is in violation. Organizations must cleanup/pickup all trash/paper in the area and empty everything into the closest dumpster. Failure to comply can result in suspension of car wash privileges.

Special Events (Fairs, Runs, Art Auctions, Dances, etc)

- D,MWR must approve all fund raising special events. The NTC Form 665-1-R should be completed and submitted to the D,MWR's Support Services Division, Bldg 550, located on Second Street, two buildings in from the corner of South Loop Road and Second Street.
- The organization is responsible for coordinating the event with the facility in which it will occur.
- The event should be planned at least 60 to 90 days out to ensure proper planning and coordination of necessary equipment and advertising.

Casino or Monte Carlo Nights.

- D,FMWR must approve these fund raising events. Prior to approval, the Staff Judge Advocate's Office will review the request. Use the NTC Form 665-1-R to request holding a Casino or Monte Carlo Night. A written explanation of the games to be offered and how money/tickets/prizes are to be handled is required.
- Casino or Monte Carlo Nights must conform to the laws of the State of California.

Topic: Fund Raising (page 3 of 4)	OPR: Directorate of Family, Morale, Welfare & Recreation(DFMWR), Financial Management Division (FMD) (760) 380-3348
Reference: AR 600-29 Fundraising within the Department of the Army	

(Cont)

- The organization may accept donations at the ticket distribution point. However, the organization cannot suggest or specify an amount for any donation in either their advertisements, verbally, or on the tickets. Donations may not be mandated. Organizations may state in their advertisements, verbally, or on the tickets that donations are welcome or appreciated, but may not specify an amount for the donation.

- Only play money may be used as “money” in the Casino games. The use of legal currency is prohibited. Players may not exchange play money for legal tender (money) at any time. Play money may be used to bid on prizes at the end of the event.

- Slot machines and roulette wheels are prohibited.

- By Army regulation, only four (4) Casino or Monte Carlo nights may be held on Fort Irwin during the year by all organizations combined, including those sponsored by the D,FMWR.

•Opportunity Drawings.

- D,FMWR must approve all opportunity drawings. The NTC Form 665-1-R should be completed and submitted to the D,FMWR’s Support Services Division, Bldg 550, located on Second Street, two buildings in from the corner of South Loop Road and Second Street. The request to hold an opportunity drawing should be submitted at least 3 weeks prior to the planned start of an opportunity-drawing event. The request must include a sample of the ticket to be used, a list of suggested prizes and dollar values, how the tickets will be distributed, by whom, where and how the drawing will be conducted. Prior to approval, the Staff Judge Advocate’s Office will review the request.

- Lotteries and raffles are illegal in the State of California. However, an opportunity drawing is not. Opportunity drawings are a general, indiscriminate distribution of free prize tickets. Prizes are then awarded to those individuals holding winning tickets selected by chance.

- Opportunity drawings must be conducted as follows: Tickets must be free. This means tickets may not be sold. The organization may accept donations at the ticket distribution point. However, the organization cannot suggest or specify an amount for any donation in the advertisements, verbally, or on the tickets. The ticket used for an opportunity drawing must be approved by the D,MWR (SJA will be asked to review it). Donations may not be mandated. Organizations may state in their advertisements, verbally, or on the tickets that donations are welcome or appreciated, but may not specify an amount for the donation. The organization must state in the advertisements and may show it on their tickets how the donations will be used. For example, the ticket could read “Donations are welcomed and will be used for the Food Basket Program or Adjutant General Corps Ball, etc”. Opportunity drawings or requests for donations may not be conducted in the workplace, to include all unit areas, barracks, or at any residence in the housing area.

Topic: Fund Raising (page 4 of 4)	OPR: Directorate of Family, Morale, Welfare & Recreation(DFMWR), Financial Management Division (FMD) (760) 380-3348
Reference: AR 600-29 Fundraising within the Department of the Army	

(Cont)

•Co-Sponsored Events.

- A co-sponsored event is an event in which an organization and the MWR program hold an event together. A written agreement between the organization and the MWR program is prepared in which responsibilities and funding splits are defined.
- The organization, which co-sponsors an event with the MWR program, is able to receive support from the installation in the way of equipment, facilities and manpower usage not available to them if the event were held alone by the FRG or private organization.
- Organizations interested in co-sponsoring events with the MWR Program should contact the D,FMWR Business Operations Officer, at telephone 380-5111, to setup an appointment to discuss the possibility.