

Fort Bliss

Fund Raising

Standard Operating Procedures

Revised February 2011



What type of resources are available to the FRG?

FRGs have access to two types of funds:

1. Unit Appropriated Funds
2. FRG Informal Funds

1. Unit Appropriated Funds

Purpose: Unit appropriated funds are intended to support FRG mission-essential activities only.

Restrictions: *Only* unit appropriated funds should be used for FRG mission-essential support. Therefore, monies earned through fundraising, donations, or private money must not be used for essential activities. Unit appropriated funds may *not* be used in support of unofficial purposes, such as social or fundraising activities.

Uses: The following are examples of unit appropriated resources available to FRGs:

1. Government office space and equipment such as computers, faxes, scanners, etc.
2. Paper and printing.
3. Army and installation post offices and official mail.
4. Government vehicles for authorized purposes.
5. Childcare for command sponsored training, or for needed family support for Soldiers assigned to duty in conjunction with a contingency operation.
6. Statutory volunteer incidental expenses, such as training and travel expenses, long distance phone calls, and mileage.

The unit commander should consider FRG mission activity requirements when planning the yearly budget and use a government purchase card to pay for expenses when practicable. Please keep in mind that the availability of unit appropriated funds for FRG use will vary depending on the unit's mission and deployment situation.

2. FRG Informal Funds

Purpose: FRG informal funds are monies or gifts earned through fundraisers and/or donations to be used for unofficial or social purposes. **Commanders may authorize one FRG informal fund per company.**

Earning limits: Each FRG cannot earn more than \$10,000 annual gross income per calendar year. Gross income means all income raised prior to deducting the expenses. This includes money raised through fundraising and donations. The FRG must take care not to exceed this limit. *Earning more than \$10,000 in a calendar year leaves the FRG responsible for IRS tax ramifications.* Money earned in one calendar year that remains in the account at the end of that year may carry over into the next year. However, the amount of money in the account cannot exceed \$10,000. **The FRG's primary purpose is not to raise and maintain funds. Funds must be raised for a specific purpose.** Therefore, any funds in the account should be earmarked for a specific event

Uses: FRG informal funds must be used for unofficial or purely social events.

Examples of appropriate uses are:

1. Holiday or birthday parties
2. Social outings
3. Volunteer recognition
4. Newsletters that contain predominately unofficial information

Examples of inappropriate uses of FRG informal funds are:

1. Traditional Soldier farewell gifts
2. Funding the unit ball
3. Donations to a charity

Funds must be spent to benefit the FRG as a whole. It is understandable that not all activities will benefit every person in the FRG at the same time. For example, a single Soldier holiday dinner would be a wonderful way to boost morale for these Soldiers, but it would not benefit everyone. When planning events for the year, the FRG should make sure that all members benefit from these funds. The single Soldier dinner is fine to do, as long as the FRG offsets that event with another to cover the married Soldiers and families, for example, a family picnic with activities for the parents and children.

FUNDRAISERS

Where can an FRG hold a fundraiser?

Fundraising is *not* authorized inside the federal workplace. If conducted outside the workplace, the following areas are designated as approved fundraising sites on Fort Bliss:

1. PX
2. Shoppettes
3. Commissary
4. Options for sporting events
5. Old Fort Bliss Museum
6. Unit area
7. Balfour Beatty
8. McGregor Range
9. WBAMC

WBAMC has their own office and legal team to process and approve/disapprove fundraisers and raffles.

Balfour Beatty allows FRGs to fundraise in their annual events without FMWR's approval. Please contact Balfour Beatty at 564-0795 for more information.

McGregor Range is a part of Fort Bliss; any fundraising requests should be routed through FMWR at Fort Bliss.

Any requests for fundraisers in an area other than those mentioned above require special permission from the FMWR office and the owner of that area.

Fundraising off post or outside of the DoD community is prohibited.

How many fundraisers can an FRG have?

Within the FRG membership: There is no limit on the number of fundraisers an FRG may conduct when those fundraisers remain completely **within** FRG membership.

On the Installation: Fundraisers that extend beyond FRG membership or are advertised outside of FRG membership are limited by policy to five per fiscal year (1 October through 30 September). Special permission to have more than five may be obtained through FMWR, and these fundraisers must have a specific purpose: for example, a unit is deploying and a farewell party needs some financial support.

Fundraisers with Balfour Beatty or FMWR are not included in the five fundraisers per fiscal year. Examples of past community-wide events which allow FRG participation without FMWR's approval are: German-American Night, Monster Bash, Holiday Festival, Easter Eggstravaganza, National Night Out, and Children's Fall Festival.

Who gives permission for an FRG fundraiser?

The permission needed for a fundraiser depends upon the location chosen for the fundraiser and what product is being sold. FMWR is the POC for processing fundraiser requests on Fort Bliss and routing the fundraiser to the appropriate locations. Every request will be reviewed by the Office of the Staff Judge Advocate to ensure compliance with applicable laws and regulations.

Within the unit area: Fundraisers conducted within the unit area must have permission from the commander of that unit, and do not need to go through MWR. However, unit commanders are required to review fundraising requests with their legal advisors.

Outside of the unit membership: Fundraisers outside of the unit area must receive permission from the following entities:

1. The unit commander – the unit commander must give permission for all fundraising activities conducted by the FRG.
2. The manager of the location chosen for the fundraiser – the manager of the location of the fundraiser may have special requirements and/or restrictions.
3. FMWR – FMWR will obtain a legal review of the proposed fundraiser, and will coordinate with any other entities necessary.

Products being sold: Certain products require special permission to be sold in fundraisers:

1. Alcohol **cannot** be sold by an FRG or unit; only MWR and AAFES have the authority to sell alcohol on Fort Bliss and McGregor Range.
2. Items similar to those sold by AAFES, MWR, or DeCA: Fundraisers cannot compete with services of these entities without permission from the entity in question.

What is the process for requesting permission for fundraisers outside of my unit?

Please send a written request to FMWR, Bldg 11, Pershing Road, phone number 568-3724. This request should be approved by the commander and contain the following information:

1. Type of fundraiser, including details on how the funds will be raised
2. Date of fundraiser
3. Location chosen
4. What the funds will be used for
5. POC contact information

This request should be sent to FMWR six weeks prior to the proposed date of the fundraiser. Six weeks may seem like a lot of lead time, but depending on the details of the fundraiser, many different entities may have to approve the request. Sometimes opportunities arise that do not allow requests to be submitted that early. Requests submitted with less than six weeks lead time will be accepted, but permission may not be granted in time to have the fundraiser.

Who can participate in fundraisers?

In addition to FRG fundraising, units and private organizations operating on Fort Bliss may occasionally be allowed to hold fundraisers. For private organizations, we require that more than 50% of their membership be comprised of DOD-affiliated persons (employees or dependents). We always give priorities to FRGs when considering fundraising requests.

All FRGs have to be registered in order to fundraise. For more information on how to register your FRG, please call 568-1132.

Soldiers may only participate in certain kinds of fundraisers in their official capacities, including for the Army Emergency Relief Campaign and the Combined Federal Campaign. Volunteers at FRG fundraising events must be off duty and out of uniform. A shirt with the FRG or unit logo can be worn at the event.

What types of fundraisers can an FRG conduct?

Food/Bake Sales

There are many types of fundraisers an FRG may conduct. The most common are food or bake sales.

The FRG needs to provide food handlers' cards for any open food items. Preventive Medicine's contact information is contained in information below. They may stop by the fundraiser to check for things such as maintaining proper food temperatures, food handlers wearing gloves, etc. To avoid problems, ensure that your fundraiser is in compliance with the guidance below.

GUIDANCE FOR Fund Raiser Food Stand Participants

SUBJECT: Food Service Sanitation for Temporary Food Stands

1. REFERENCES

- a. TB MED 530, Food Service Sanitation, 30 October 2002.
- b. AR 40-5, Preventive Medicine, 25 May 2007.

2. All temporary food stands participating in fund raising activities will adhere to the following food service sanitation standards.

3. Personnel:

- a. One person will be responsible for monitoring the food service operation and ensuring proper temperatures are maintained. This person will be the point of contact for inspections by the Environmental Health (EH) Section at 569-3616/3492.
- b. Personnel with communicable disease or open sores, lesions and wounds are strictly prohibited from participating in preparation of food or food service operations.
- c. Personnel working within the food service operation will wear hair restraints or hats.
- d. Excessive jewelry will not be worn. Personnel are authorized to wear plain wedding bands and necessary medical alert bracelet/necklace.
- e. Food handlers will wash their hands often and always after smoking, eating, changing gloves or using the rest room. Personnel may supplement with hand sanitizer, but hand sanitizer cannot replace hand washing.

4. Food Storage:

- a. Maintain all perishable foods (i.e. hot dogs, hamburgers, sausage, etc.) in an IGLOO type cooler or refrigeration unit at 40°F or below.
- b. A dial type thermometer will be placed in each perishable food container.

5. Food Preparation:

- a. Thaw and maintain all meat items under refrigeration or in coolers with ice until ready to be used.

b. Prepare all cooked foods on an order basis, not on a mass basis. After cooking/preparation, maintain these items at 140°F or above.

c. To kill all the bacteria that already exists in potentially hazardous foods (raw meat, eggs, dairy and some vegetables) you must heat the food to proper internal temperatures. Turkey and poultry or any stuffed meats must reach an internal temperature of 165 degrees Fahrenheit for at least 15 seconds. Ham must be cooked to an internal temperature of 155 degrees Fahrenheit for a minimum of 15 seconds. Pork, beef, veal, or lamb steaks must reach 145 degrees Fahrenheit for at least 15 seconds. Roast must have an internal temperature of 145 degrees Fahrenheit for a minimum of 4 minutes. Cooked vegetables must reach 140 degrees Fahrenheit or above for at least 15 seconds.

d. Individually wrapped pastry items (cakes, cookies, brownies, etc.) must be marked with the date, time, and the initials of the person who prepared the items. Cream or pudding-filled pastries are prohibited.

e. Smoking is prohibited in food preparation, storage and serving areas.

6. Food Service:

a. Serve condiments (mustard, catsup, salt, sugar, etc.) from individual packets or closed containers. Mayonnaise will only be served in individual packets stored at a temperature of 40°F.

b. 40°F to 140°F is considered the temperature danger zone (TDZ) because it supports bacterial growth in potentially hazardous foods (PHF: dairy, meat, eggs, etc.). For temporary vending operations, potentially hazardous foods must be discarded within four hours after entering the TDZ. It is important to monitor PHF time/temperature abuse to prevent food borne outbreaks.

7. Sanitation:

a. Thoroughly clean and sanitize equipment and food contact surfaces after each use and after any interruption of operation with a 100-200 parts per million (ppm) chlorine solution (1 Tablespoon household unscented bleach per gallon of water = MAX chlorine concentration of 200 ppm).

b. The use of sponges is prohibited. Single use paper towels and disposable cloths are preferred over re-usable wiping cloths.

c. Individuals working with and serving food will wear plastic gloves to minimize food contact. Gloves will be changed after each change in operation. (i.e., handling food then handling money).

d. Use single serve tableware.

8. Food Handlers Class:

a. Anybody that participates in temporary food stands or vendors for festivals and fairs that handles food directly must attend the class to get a food handlers' card.

b. Classes are held every first Friday of the month at 0900-1000. (If the first Friday is a holiday/training holiday, the class will held the following Friday). Please call 569-3616/3492 for location. Bring a pen/pencil. Classes are on a first come, first serve basis and is free of charge.

Call Environmental Health for any additional classes for the month. Also, groups of 15 people or more can request a class at a date, time and location of their choosing (if instructors are available).

c. The Fort Bliss EH food handlers' card is valid for one year and only acceptable for on-post use. The City of El Paso also provides classes and cards. The El Paso food handlers' card is also acceptable for on-post use.

d. All personnel wishing to conduct these types of operations are required to contact Environmental Health. A list will be established to keep track of various groups conducting food service operations to ensure that they meet the above requirements.

RAFFLES

FRGs may conduct raffles as fundraisers, subject to certain conditions.

Any raffles must be done at unofficial events. **Army Regulations prohibit raffles or games of chance conducted in the workplace before, during or after duty hours.** This includes any event, such as an organizational day, in which the event is considered the Soldier's place of duty.

Raffles inside the unit area but outside of the workplace should be approved by the commander and reviewed by a legal advisor. Raffles outside of the unit area must receive permission from the FMWR office.

OTHER FUNDRAISERS

We encourage creative fundraising, provided it complies with these policies. Profitable and unique fundraising ideas include auctioning off pies to throw at volunteer targets (commanders and first sergeants bring in the most money - Sorry commanders and first sergeants!) or auctioning off services from volunteer FRG members such as washing your car, cleaning your house, making dinner, singing telegrams on Valentine's Day, and so on. Please let us know if you have questions about whether a particular fundraiser is acceptable.

DONATIONS

Solicited Donations:

The FRG must not solicit donations from outside of the Department of Defense. That means no soliciting off post, but it also means no soliciting of on-post businesses including AAFES, DeCA, restaurants, or other operations on post. In addition, solicitation is not allowed inside the federal workplace. Only FMWR can authorize solicitation and fundraisers.

Unsolicited Donations:

The unit commander may accept an unsolicited donation of money or goods having a value of \$1000 or less. After a donor contacts the commander or the FRG without prior solicitation, the commander may accept such a donation after consultation with the unit legal advisor. Any donation accepted by the commander counts toward the FRG's \$10,000 limit.

Donations with a value of over \$1000 cannot be accepted by the unit. These donations should be directed to FMWR to be used to support authorized NAF expenses of FMWR programs, services or capital improvements. The Garrison Commander may not accept unsolicited gifts intended to be used only by a named FRG, but may accept unsolicited gifts intended for FRGs experiencing deployment cycle events. Gift acceptance shall occur only after consulting with the servicing legal advisor.

Gifts are sometimes acceptable for individuals rather than for the unit or an FRG. When confronted with a situation where a donor wants to contribute goods directly to members of the unit, consult with a legal advisor to see whether the gifts may be accepted.

THE FRG BANK ACCOUNT

Fund Custodians:

The unit commander will sign a letter designating a treasurer and an alternate. The treasurer and the alternate must not be the unit commander, the FRG leader, or a deployable Soldier.

Opening a bank account:

The treasurer may establish a noninterest bearing bank account under the FRG's name. The account should never be opened under the individual's name or using the individual's social security number. In lieu of a social security number, FRGs may obtain an Employer Identification Number (EIN) from the IRS. A copy of the EIN request form (Form SS-4) and the instructions are located on the following page. This form may be mailed in to the IRS or may be obtained by phone. Further information may be found at www.irs.gov. Enter EIN or form SS-4 into the search criteria.

Responsibilities:

The treasurer and alternate are personally liable for any loss or misuse of funds. Although not required, commanders may consider requiring the FRG fund handlers to be bonded. Bonding should be equal to the normal maximum amount of cash handled. Bonding insurance may be purchased through most insurance agencies in the area.

Audits:

The treasurer will provide fund reports to the unit commander monthly and as requested. An annual report on the fund's activity must be provided to the first colonel (O6) commander or designee in the unit's chain of command no later than 30 days after the end of the calendar year. These reports will include the fund's current balance, total income and its sources, and an itemized list of expenditures along with an explanation of how the expenditures are consistent with the purpose of the fund as established in the SOP.

STANDARD OPERATING PROCEDURE FOR THE FRG FUND

Purpose of the SOP:

All FRG Funds must have a Standard Operating Procedure (SOP). The SOP will establish the purpose of the fund and provide guidelines for using the fund.

Creating an SOP:

This SOP should be long enough to cover the functions of the FRG Fund. This is an opportunity for the FRG to define what it will provide and the procedures for purchase. The SOP should also include the support available for FRG mission essential activities and the procedures for obtaining these purchases.

Each SOP must include the following:

- The FRG name
- A description of the FRG Fund's purpose and functions, and a summary of its routine activities. For example, "The FRG Fund's purpose and function are to provide support and recognition to FRG members during the following life events: births, birthday parties, new member welcome parties, departing member farewell parties, holiday parties, and so on."
- The statement "This FRG Fund is for the benefit of the FRG members only and is established exclusively for charitable purposes and to provide support to Soldiers and family members as the Soldiers and family members adapt to Army Life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States governments."

****The SOP must be approved by the commander and a majority of the FRG members. It must be signed at a minimum by the FRG Leader, the treasurer, and the alternate treasurer.****

Amending the SOP: Please note that SOPs are not set in stone. Other than the information above which is required, all other guidelines may be amended if the procedures are not meeting the FRG's needs. All amendments must be approved by the commander and a majority of the FRG members, just as the original SOP does.

ETHICS

Ethical conduct and management of an FRG are essential for its continued operation. Members of the FRG have a responsibility to ensure it does not engage in illegal or unethical practices. Since all FRG members are members of the DOD family, it is even more important on a personal basis that individuals abide by all standards and regulations on ethical conduct. Failure to abide by the standards and regulations on ethical issues can result in serious consequences both to the unit chain of command and to the individual members engaged in the behavior. It is not only any wrongdoing that must be avoided, but the *appearance* of any wrongdoing, especially where fundraising is concerned.

Active-duty service members and DOD civilian members must adhere to the ethical standards of conduct at all times, not only when they are in a duty status.

One area where fundraising and ethics continuously cross paths is in voluntary giving. Remember, all giving is voluntary. Coercive activity cannot be used to raise funds. Coercive activities include, but are not limited to:

1. Solicitation of soldiers by their commander, supervisor, or any individual in their supervisory chain.
2. Supervisory inquiries about whether or not an individual contributed and/or the amount contributed. Participation or non-participation cannot be used in performance appraisals or evaluations.
3. Developing and using lists of non-contributors.
4. Providing and using contributor lists for purposes other than the routine collection and administration of contributions.
5. The granting of special favors, privileges, or entitlements, such as special passes or leave privileges, and the authorization of the wear of civilian clothing during the standard duty day which are an inducement to contribute is prohibited.

It is impossible to address all ethical issues in this booklet. This merely serves as a reminder of your responsibility to conduct FRG business in an ethical manner. **If your FRG questions whether a particular action is ethical, DON'T DO IT! Seek clarification first!**

A Word on Private Organizations

Private Organizations (POs) are unofficial organizations that may apply for permission to operate on post. POs have the advantage of being able to fundraise off post, to solicit donations, and to have no earning limit. Along with these benefits comes the added work of IRS paperwork and reporting, insurance costs, a meticulous review of applications to operate on Fort Bliss, and regular reporting including financial statements and audits.

Some POs have been created to meet the needs of a particular unit that cannot be met through FRG funding, for example, creating monuments, covering travel expenses for extended family of fallen Soldiers, and so on.

Creating a PO is an option for those looking to fulfill unmet needs of the unit, but keep in mind that creating a PO linked to your unit should not be taken lightly. Use of funds from POs are governed by the same regulations that apply to other gifts to DOD personnel. PO operations on post are governed by Army and Fort Bliss PO rules.

Starting a PO requires extensive planning and upkeep, and only those with a plan for continuity after members PCS or otherwise leave the PO should consider starting one. If interested in starting a PO on Fort Bliss, please contact FMWR at 568-3724 for more information on the processes involved.

FAQs

Q – Can the FRG bring food and beverages into an FMWR Food, Beverage & Entertainment facility?

A – No. According to Army Regulation 215-1, (17) No member, guest, or group will be permitted to bring food or beverage into a FMWR FB&E facility for consumption on the premises. Exceptions are:

- (a)* Box lunches at swimming pools and tennis courts.
- (b)* Wedding cakes and other specialty food items provided by the host of a private party or reception. Conditions will be specified in the party contract.
- (c)* We allow food and beverages to be brought in for golf tournaments (and only golf tournaments) at the Golf Course. In these cases, a corkage fee or set up fee to offset expenses and ensure reasonable profit will be charged, and cannot be waived. Beverages and food will only be consumed/ used by members of the group or organization and cannot be sold.

For further information please call 568-6430.

Q – Can “bagging for bucks” be utilized by FRG’s, Unit’s or any other organizations on Fort Bliss for fundraising purpose?

A – No.

Q – Can FRG’s and Unit’s participate in case lot sales for fundraising purposes?

A – Yes, please coordinate this with the Commissary and MWR, since prior approval is requested.

Q – Our FRG came up with a list of great fundraising ideas, but the commander doesn’t want to do any of them. Is there a way we can still do any of them?

A – No. Great ideas or not, the commander’s word is final.

Q – Pizza Hut is having a fundraiser in which the FRG can get a percentage of a certain night’s sales if buyers call up and say that they are ordering to benefit the FRG. Can we do this?

A – Yes, but with certain conditions. The FRG must not have solicited this opportunity. This fundraising option must be an opportunity Pizza Hut offers to the general public. Also, the fundraiser for the FRG must not be advertised outside of DoD personnel and cannot be advertised in Pizza Hut.

Q – We would like to have a fundraiser selling Mary Kay products. The Mary Kay representative is a spouse in the FRG and will give a certain percentage of the sales to the FRG. Is this legal?

A – Yes, but with certain conditions. The representative must have a solicitation permit to do business on the installation, obtained through FMWR. If selling to family members of those junior in rank, the representative must be certain that there is no coercion. If there is even the appearance of the spouse using his/her position for personal gain, the fundraiser should not be done. To enquire more information on a solicitation permit, please contact 568-3724.

Q – What if no one steps up to be FRG Treasurer or Alternate Treasurer?

A – There would be no fund. Neither the Commander nor the FRG Leader can order someone to be a treasurer. For more guidance on how to establish an FRG, please contact 568-1132.

Q – What are FMWR Unit Funds? Does the FRG have access to these funds?

A – FMWR Unit Funds are funds provided for Soldier use for morale or recreational purposes. FRGs cannot use these funds. FRGs may only benefit indirectly, for example if a unit uses its FMWR Unit Funds to fund an organizational day or a unit ball. Family members may participate in these events at the discretion of the unit. These funds could not be used for FRG events. For more information on unit funds, please contact 568-7506.

Q – What are FMWR Army Level Requirement (ALR) Funds? Does the FRG have access to these funds?

A – FMWR ALR Funds are funds provided for Soldiers use for morale or recreational purposes. FRGs cannot use these funds. These funds may be requested if a unit is deployed. Funds have to be requested through the commander of the deployed unit. As with Unit Funds, these funds could not be used for FRG events. If your unit is qualified, please contact 568-4444 for more information.

Q - The father of one of our Soldiers wants to collect money from coworkers in his office to donate to the FRG. Can we accept this donation?

A – The FRG can accept the donation, provided that it is less than \$1000 and unsolicited.

Q - The FRG is having a holiday party in the battalion classroom on a weekend evening. We would like to sell tickets for a chance to win several door prizes. Can we do this?

A – Raffle tickets may not be sold in the workplace at any time. If the FRG wants to have the holiday party in a non-workplace location, they could sell the raffle tickets.

Q - Are FRGs purchases tax exempt?

A – Purchases made with FRG Informal Funds are not tax exempt. Purchases made using unit appropriated funds or ALR funds are tax exempt.

Q – The FRG is having a holiday party at a hotel ballroom off post. Can we sell door prize tickets as a fundraiser?

A – Yes, as long as the tickets sale stays completely within the FRG membership. If one ticket is sold to a nonmember at the hotel, then the fundraiser is illegal.

Q - The manager of a store in El Paso wants to put a collection jar out on his counter to gather donations to the FRG. Can he do this?

A – This manager, of his own accord, can put a collection jar out to gather donations that can later be donated to the FRG. The FRG has no business getting involved in approving this or taking part in the collection. The FRG cannot allow the perception that the FRG itself is doing the soliciting of these donations.

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