



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996-1514

IMML-MWA

30 April 2014

ARMY COMMUNITY SERVICE

FAMILY READINESS GROUP RESOURCES AND FUNDRAISING

STANDING OPERATING PROCEDURE

1. **PURPOSE:** The purpose of this Standing Operating Procedure (SOP) is to establish guidelines, responsibilities and procedures for the Family Readiness Groups (FRG) operating on the United States Army Garrison West Point (USAG WP) New York.
2. **REFERENCE:**
 - a. AR 608-1, Army Community Service, dated 13 March 2013.
 - b. AR 600-20, Army Command Policy, dated 18 March 2008.
 - c. AR 600-29, Fund-Raising Within the Department of the Army, dated 7 June 2010.
3. **SCOPE:** The ACS Mobilization and Deployment Program Manager is responsible for assisting units and families with Family Readiness Group training, expertise, and guidance. This includes defining available resources and procedures for fundraising, as well as providing examples of unit standard operating procedures for the FRG operations.
4. **DEFINITION OF FRG:** FRGs are an official government entity. FRGs are not a private organization, a Non-Appropriated Fund Instrumentality (NAFI) or a Morale, Welfare and Recreation (MWR) program.
5. **RESPONSIBILITIES AND PROCEDURES:**
 - a. The Mobilization and Deployment PM is responsible for the Army Community Service (ACS) training, guidance, and expertise provided to unit commanders and FRG staff. The Program Manager will:
 - (1) Ensure that FRG trainings are scheduled each quarter, offering the FRG Leader training, Treasurer training, and Key Caller trainings to the volunteers holding these positions with registered FRGs on West Point.
 - (2) Offer a rotating schedule of general classes concerning FRG operations and relationships.

- (3) Provide to each unit commander examples of SOPs for their use.
- (4) Be responsive to unit and FRGs' concerns with operating FRGs effectively and legally.

b. Unit commanders are responsible for the following:

- (1) Create the unit FRG, IAW AR 600-20, paragraph 5-10 and AR 608-1, paragraph 4-6 and Appendix J.
- (2) Register the unit FRG with the installation Army Community Service Volunteer Coordinator and FRG Liaison.
- (3) Approve and appoint selected volunteers to the FRG Leader, Treasurer, and Key Caller positions, at a minimum. Other positions can be created as needed by the unit.
- (4) Ensure volunteers receive the training to fulfill their duties within the FRG.
- (5) Ensure the FRG positions are created in the Volunteer Management Information System (VMIS), via MyArmyOneSource's website.
- (6) Ensure all volunteers are entering their hours and validate the hours in VMIS each month.

c. Family Readiness Group volunteers:

- (1) Attend required trainings.
- (2) Log volunteer hours in VMIS.
- (3) Operate within the confines of this SOP and your unit FRG SOPs, as deemed by your commander.

6. RESOURCE TYPES AND AUTHORIZED USES:

a. Unit Appropriated Funds and Resources:

- (1) Unit appropriated funds are intended to support FRG mission essential activities only.
- (2) Only unit appropriated funds should be used for FRG mission essential activities. Monies raised by fundraising, donations, or private money must not be used for essential activities. Likewise, unit appropriated funds must not be used for unofficial purposes, such as fundraising or social events.

- b. The following are examples of unit appropriated resources available to FRGs:
 - (1) Government office space and equipment, such as computers, faxes, copiers, scanners, etc.
 - (2) Paper and printing.
 - (3) Army and installation post offices and unofficial 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 calls, and mileage.
- c. The unit commander should consider FRG mission activity requirements when planning the yearly budget and use a government purchase card (GPC) to pay for expenses when practical. 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.
- d. Family Readiness Group Informal Funds: 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 (1) informal fund per company.
- e. Earnings Limits:
 - (1) Earnings have been limited to \$10,000.00 per calendar year. This amount is gross income (before expenses and reimbursements have been deducted).
 - (2) All income raised by fundraiser or through donations are to be included in this annual amount limit.
 - (3) The Informal Fund bank account can never exceed the \$10,000 income limit. Although monies can be held over to the next calendar year, when necessary. The FRG must be careful not to exceed this income cap, as it will leave the FRG responsible for IRS tax ramifications.
- f. All funds must be raised for a specific purpose and be earmarked for that purpose/ specific event.
- g. Informal funds must be used for unofficial or purely social events only.

h. Examples of appropriate uses of FRG informal funds are:

- (1) Holiday or birthday parties.
- (2) Social outings.
- (3) Volunteer Recognition.
- (4) Newsletters that contain predominately unofficial information.

i. Examples of inappropriate uses of FRG informal funds are:

- (1) Traditional Soldier/ Civilian Farewell gifts.
- (2) Funding the Unit Ball or Social (a social where the uniform is Dress Blues, Whites, or equivalent for civilian employees, etc).
- (3) Donations to a charity.
- (4) Donations to a Unit member (military or civilian), even in tragic events, such as house fire, death in the family, etc.

j. Funds must be spent to benefit the FRG membership as a whole. Not all activities will benefit every person in the FRG at the same time. For example, activities focusing on children events should be balanced with events focusing on Single Soldiers, adults only, couples, and families. When planning events for the year, the FRG should make sure that all members benefit from these funds.

7. FUNDRAISING: All fundraising activities must comply with this SOP, AR 600-29 paragraphs 1-7 c(3), 1-8, 1-10, and AR 608-1, Appendix J. Commanders will ensure that fundraising ideas are vetted through their legal assistance offices.

a. The following locations may be authorized for fundraising activities, with Garrison Commander approval:

- (1) Exchange
- (2) Shoppette
- (3) Commissary
- (4) Unit area/ footprint
- (5) KACH, with approval from KACH leadership/ owners

- b. Optional activities within the Cadet area, with prior approval from USMA. Pass and Review events, at The Plain are allowed with approval, as long as the primary customers are not the Cadets. Sales of bottled water, hot chocolate, and coffee are allowable.
- c. Fundraising off-post or outside the DoD community is prohibited.
- d. Any requests for fundraisers in an area other than those listed above require special permission from FMWR and the owner of the area.
- e. Fundraiser limits:
 - (1) There is no limit to the number of fundraisers conducted within the unit area, where the fundraisers remain completely within the FRG membership.
 - (2) Fundraisers that extend beyond the FRG membership or are advertised outside the FRG membership are limited to five (5) per fiscal year (1 October through 30 September). Special permission for additional fundraisers of this scope must be requested of and granted by DFMWR. These do not include fundraisers in conjunction with FMWR sponsored events.
- f. Permissions for fundraisers:
 - (1) The permission needed for a fundraiser depends upon the location chosen for the fundraiser and the product / services being offered. DFMWR is the POC for processing fundraiser requests on West Point 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.
 - (2) Fundraisers within the unit area must be approved by the unit commander. These do not have to be routed through FMWR. It is important to note that the company/unit area does not include, for instance, the DES/MP Station, KACH, Garrison Directorate offices, or USMA facilities. However, it is advisable that a legal review of the request is done to ensure compliance with laws and regulations.
 - (3) Fundraisers outside the unit area must receive the following permissions:
 - (a) Unit commander must give permission for ALL fundraising activities conducted by the FRG.
 - (b) DFMWR will conduct all needed coordination on behalf of the FRG, including legal, location management, FMWR, and the Garrison Command Group.

(c) The manager of the location chosen for the fundraiser must approve the fundraiser being conducted in that area. There may be special requirements or restrictions, to include hours, types of products or services to be offered, etc.

(d) DFMWR will obtain a legal review of the proposed fundraiser and will coordinate with any other entities, as necessary.

g. Requesting permission for fundraisers outside the unit area should be done by written request to DFMWR, Bldg 681, Tara D'Amico. Her phone number is 845-938-8455. Examples of the Commander's Request and the Corresponding FMWR forms can be found at Appendices D and E. Requests should include the following information:

- (1) Type of fundraiser, including details on how funds are to be raised, i.e. bake sale, raffle, etc.
- (2) Date of fundraiser. If it spans a period, include the first and last dates.
- (3) Location of fundraiser
- (4) How the funds raised are to be used.
- (5) POC contact information.

h. Requests being routed to or through DFMWR need to be submitted no later than 4 weeks prior to the requested date of the fundraiser. This is due to the coordination and reviews that need to be conducted prior to approval being given.

i. Restrictions on products to be offered:

- (1) Alcohol cannot be sold or offered by a FRG or unit. Only FMWR activities and AAFES have the authority to sell alcohol on West Point.
- (2) Items similar to those sold by AAFES, FMWR activities, or DeCA (commissary) cannot be sold or offered by a FRG or unit. Fundraisers cannot compete with services of these entities without permission from the entity in question. For example, Food items cannot not be sold or offered in the food court of the Exchange without prior approval.

j. Fundraiser participation:

- (1) In addition to FRG fundraising, units and private organizations operating on West Point may occasionally be allowed to hold fundraisers. For private organizations, please contact the DFMWR Representative for Private Organizations and Commercial Solicitations, 681 Hardee Place, Rm 206, West Point, NY 10996.

- (2) All FRGs have to be registered with ACS in order to fundraise on West Point. For more information on how to register your FRG, please contact ACS at 845-938-4621.
- (3) Soldiers may only participate in certain kinds of fundraisers in their official capacities, including 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 such events.

k. Fundraiser types:

- (1) Food/Bake Sales. These are the most common fundraiser for FRGs.
- (2) Raffles. These types of fundraisers are 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 organizational days, unit picnics, etc, in which the event is considered the Soldiers' place of duty. Raffles in the unit area but not in the workplace should be approved by the commander and reviewed by a legal advisor.
- (3) Raffles conducted outside of the unit area must receive permission from the FMWR office. See paragraph 7 g, above for POC information.
- (4) Auctions. Auctioning off items as a fundraiser is authorized. Examples of auctionable items are gift baskets, donated items, or other items. Items such as time off awards, performance awards, or other personnel actions are prohibited from being offered at auction.
- (5) Other Fundraisers. Creative fundraiser ideas are encouraged, as long as the rules in this SOP, AR 600-29, AR 608-1, and Joint Ethics Regulation are followed. For instance, pie throwing, car washes, Valentine's Day singing telegrams or candy grams are creative ideas that have seen success in other FRGs.

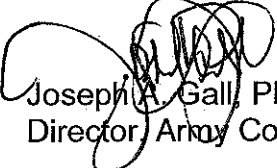
8. DONATIONS.

- a. Solicited Donations. The FRG must not solicit donations from outside of the Department of Defense. This means there will be no soliciting off-post or on-post businesses, including AAFES, DeCA, restaurants, or other operations on post. Additionally, solicitation is not allowed inside the federal workplace. Only FMWR can authorize solicitation and fundraisers.
- b. Unsolicited Donations.

- (1) The unit commander may accept unsolicited donations of money or goods valued at \$1000.00 or less. After a donor contacts the commander or FRG without prior solicitation, the commander may accept such a donation after consulting the servicing legal advisor. Any donation accepted by the commander is considered gross income to the FRG Informal Fund and counts towards the annual income cap of \$10,000.
- (2) Donations valued at more than \$1000.00 cannot be accepted by the unit commander. 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 or unit, but may accept unsolicited gifts intended for FRGS experiencing deployment cycle events.
- (3) Gifts are sometimes acceptable for individuals rather than for the unit or a FRG. When a situation arises in which a donor wants to make a contribution directly to members of the unit, consult with legal assistance for restrictions or guidance.

10. COORDINATING INSTRUCTIONS: This SOP is reviewed annually and remains in effect until such changes are made that would constitute a major revision. In the interim, minor pen and ink changes are acceptable.

- 5 Encls
- Appendix A, FRG Bank Account Info Paper
- Appendix B, FRG FAQs
- Appendix C, Sample Unit FRG Informal Fund SOP
- Appendix D, Sample Unit Memo for Fundraisers
- Appendix E, DFMWR Fundraiser Request Form


Joseph A. Gall, PhD
Director, Army Community Service

APPENDIX A: Informal Fund Info Paper



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30 April 2014

ARMY COMMUNITY SERVICE FAMILY READINESS GROUP INFORMAL FUND INFORMATION PAPER

- 1. PURPOSE:** To inform unit commanders and FRG volunteers of the purpose, establishment, and limitations of the FRG Informal Fund.
- 2. REFERENCE:**
 - a. AR 608-1, Army Community Service, dated 13 March 2013.
 - b. AR 600-20, Army Command Policy, dated 18 March 2008.
 - c. AR 600-29, Fund-Raising within the Department of the Army, dated 7 June 2010.
- 3. DEFINITION:** 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 (1) informal fund per company.
- 4. FUND CUSTODIANS:** The unit commander will appoint a treasurer and alternate treasurer on appointment orders. The both positions are volunteers within the FRG membership. The unit commander, FRG Leader, or a deployable Soldier cannot be the treasurer or alternate treasurer.
- 5. LIABILITY AND RESPONSIBILITY:** The treasurer and alternate treasurer are personally liable for any loss or misuse of funds. Commanders may consider a requirement for these volunteers to be bonded. The amount should be equal to the normal maximum amount of cash handled and not more than the annual limit of \$10,000.00. Bonding insurance may be purchased through most insurance agencies in the area and can be paid for out of APF or Informal Funds.
- 6. GETTING AN EMPLOYER IDENTIFICATION NUMBER (EIN):**
 - a. If your FRG has already been established, check the banking documents for your existing EIN.

b. If no EIN has been established for your FRG, it is recommended that the treasurer request one from the IRS. This can be electronically via the IRS website: <https://sa2.www4.irs.gov/modiein/individual/index.jsp> or by completing and sending in Form SS-4. When identifying the organization type, Item 9a, use Federal government/ military. For Item 10, Reason for applying, use banking purposes- manage informal fund. For Item 16, Best describes the principal activity, choose OTHER- Family Readiness Group.

7. OPENING A BANK ACCOUNT:

- a. The treasurer may establish a non-interest bearing bank account under the FRG's name. The account should never be opened under an individual's name or using an individual's social security number. Use the EIN and the date the EIN was established as the Date of Birth or Date of Incorporation for the banking application/ signature card. Be aware that most banks require a credit check to ensure the treasurer and alternate treasurer are able to have names on bank accounts.
- b. If an account has already been established, the treasurer and alternate treasurer must take a copy of their appointment orders to the bank and update the account signature card.

8. BANK CHECKS/ DEBIT CARDS AND ACCEPTING CREDIT CARD PAYMENTS:

- a. It is recommended that checks be used to pay for expenditures when possible.
- b. In some instances, checks are not accepted for payment. Therefore, a debit card can be used to draw on the FRG account. It is advised that the debit card be treated as a credit card, i.e. no PIN be established. In this way, no cash can be withdrawn from the account.
- c. Depending on the type of fundraisers, customers may want to pay with a credit or debit card. Family Readiness Groups should research avenues to provide this service and have it approved by the Unit Commander. It is important to understand the costs incurred when processing these types of payments. PayPal accounts are another option for fund transfers, but again be aware of the costs associated with this type of account. At no time, should a personal PayPal or other type of credit card processing service be used for accepting FRG funds. FRG monies should never be mixed with Appropriated or personal Funds.

9. TREASURER REPORTS AND AUDITS:

- a. On a monthly basis, the Treasurer prepares the equivalent to a Statement of Cash Flows for the Commander's review and approval. These will consist of expenditures/ expenses and income, as well as the beginning and ending bank account balances.
- b. Each month, upon receipt of the bank account statement, the treasurer will prepare the list of expenditures and income, check register, and bank statement for review and reconciliation. The alternate treasurer or another FRG Volunteer will reconcile the bank

account statements with all authorized expenditures and deposits of income into the account. If there are discrepancies, they will be reported to the treasurer to be researched and explained.

c. Annually, the reconciliation of the bank account and Statement of Cash Flows must be provided to the first Colonel (COL) commander or designee in the chain of command, not later than 30 days after the end of the calendar year. This report will include, at a minimum, the informal fund's current balance, total and sources of income, an itemized listing of all expenditures and how they are consistent with the purpose of the FRG Fund, as established in the unit SOP.

d. At FRG meetings, the Treasurer or Alternate Treasurer will present the status of the account to the FRG membership and command representative. This should include the basic account ending balance, any earmarked funds, and what funds were expended for different purposes.

10. RECORDKEEPING. It is imperative that the Treasurer and Alternate Treasurer maintain control of all expenditures. This means that all receipts from expenses and deposits be kept with the relevant month's Treasurer Report or Fundraiser Report. Additionally, a check register is to be used to track each transaction. This can be an electronic spreadsheet (see attached examples).

An electronic spreadsheet can also be used to track individual fundraisers and monthly totals, in a manner to better track the yearly income to ensure the income cap is not exceeded.

11. FUND LIMITATIONS. Per AR 608-1, Appendix J, a limit of \$10,000 on account balances and yearly gross income is in place. This is measured in calendar years (January through December). Gross income is defined as all income, including fundraiser proceeds and donations, before any deductions of expenses or reimbursements. The FRG must be careful not to exceed this income cap, as it will leave the FRG responsible for IRS tax ramifications.

Monies raised in one calendar year to support functions in another calendar year can be held over to the next calendar year, when necessary. For instance, funds raised in November or December for an event to be held in January or February can be held in the account over the end of the calendar year. All funds must be raised for a specific purpose and be earmarked for that purpose/ specific event. This does not negate the balance limit of \$10,000.

12. AUTHORIZED USES/ EXPENDITURES. Informal funds must be used for unofficial or purely social events only.

a. Examples of appropriate uses of FRG informal funds are:

(1) Holiday or birthday parties.

(2) Social outings.

(3) Volunteer Recognition.

(4) Newsletters that contain predominately unofficial information.

b. Examples of inappropriate uses of FRG informal funds are:

(1) Traditional Soldier/ Civilian Farewell gifts.


(2) Funding the Unit Ball or Social (a social where the uniform is Dress Blues, Whites, or equivalent for civilian employees, etc).

(3) Donations to a charity.

(4) Donations to a Unit member (military or civilian); even in tragic events, such as house fire, death in the family, etc.

Funds must be spent to benefit the FRG membership as a whole. Not all activities will benefit every person in the FRG at the same time. For example, activities focusing on children events should be balanced with events focusing on Single Soldiers, adults only, couples, and families. When planning events for the year, the FRG should make sure that all members benefit from these funds.

13. IRS AND TAX STATUS. Typically speaking, the FRG Informal Fund is not taxable. An EIN is needed to properly open the banking account, but the filing of yearly tax returns is not required. The only exception to this is in cases of the gross income exceeding the \$10,000 annual limit. If this does occur, consult the unit Legal Advisor or Staff Judge Advocate Office on the installation.



Joseph A. Gall, Ph.D
Director, Army Community Service

Attachments

1. Sample Bank Register and Treasurer Report
2. Sample Fundraiser Register & Report

IMML-MWA
 SUBJECT: FRG Informal Fund Information Paper

Attachment 1. Sample Bank Register and Monthly FRG Treasurer Report

Sample Bank Account Register

Date	Check Number/ Transaction Type	Check/ Cash Issued To	Amount	Signer/ Depositor	In Payment Of/ Purchased Items and Location/ Transaction Description	If Cash, Total of Receipts Provided	Reconciled with Statement	Ending Balance
YEAR								
DDMM	CH#				Beginning Balance, from statement		MM/YY	\$ 776.32
	DEPOSIT		0.01					\$ 776.33
	DEBIT		(0.01)					\$ 776.32
								\$ 776.32

Sample Monthly FRG Treasurer Report

FRG TREASURER REPORT

Unit:

DATE: (MM/YY/YY)

Total Beginning Balance:

(=Ending Balance from previous report)

FRG BANK ACCOUNT

Beginning Balance:

(=Ending Balance from previous statement)

Date	Income Source	Amount
Subtotal:		\$ -

Date	Expense	Amount
Subtotal:		\$ -

Ending Balance: \$ -

DEPOSITS AND RECEIPTS ATTACHED.

Excel Spreadsheets with formulas provided upon request.

Attachment 2. Sample Fundraiser Total Report and FRG Fundraiser Report

Sample Fundraiser Total Report

UNIT
Fundraiser Totals

Event CY 2013	Date (mmm/yy)	Gross Income (before expenses)
Fundraiser 1	Jan-13	-
Fundraiser 2	Feb-13	-
Fundraiser 3	Jan-13	-
Fundraiser 4	Feb-13	-
Fundraiser 5	Mar-13	-
Total for CY 2013		-

Sample Fundraiser Report

UNIT
FRG TREASURY REPORT
Special Event Fundraiser Report
 Fundraiser Name & Dates

Date	Income Source	Amount
	Starting Funds in Checking Account	\$ -
	Cash & Receipts received from FRG Leader for	\$ -
	Subtotal:	\$ -

Date	Expense	Amount
	(list all expenses by receipt)	\$ -
		\$ -
	Subtotal:	\$ -

Ending Balance: \$ -

To Be Deposited on \$ -

Cash Deposited from Fundraiser	0
Initial Loan from the FRG Checking Account	0.00
Net Profit from Fundraiser	0

Excel Spreadsheets with formulas provided upon request.

APPENDIX B: Frequently Asked Questions

FRG Funding Frequently Asked Questions

FRG FUNDING [8/20/2009]

How do FRGs get their money?

The FRG APF SOP should include a requirement that FRG leaders fill out purchase request forms and submit them to the Commander for approval. Commanders can use their government purchase card to purchase supplies, equipment, room rental, or any other approved item to support FRG mission activities. By using the government purchase card, the unit purchases the items, pays the bills and maintains a detailed record of APF support to FRGs.

Will funding come from each brigade, or from a garrison account?

The funds come from the unit commander's appropriated funds (APF). The unit commander should project budget needs, request funds, and discuss funding guidance with the chain of command. Budgeting for mission activities is not new for a commander.

How can I provide APF support to my FRG?

Commanders, with FRG leader input, should develop a budget plan. The commander should review the appropriated fund support provided to the FRG the previous fiscal year (1 October- 30 September) and then develop a plan for the upcoming year. The commander and FRG leader should review and modify the plan, if necessary, to fit within the unit's available mission funds. After the annual budget projections are received, the Commander should develop a Standard Operating Procedures (SOP) for the FRG which describes what type of APF support is available, the budget allocation, and the procedures for requesting support.

My FRG leader would like to hold an FRG meeting and luncheon. The meeting agenda includes discussing upcoming training exercises, introducing new members, reviewing ACS classes for FRG members, and planning for a unit car wash. What actions are authorized, and what funds can be used?

APFs may be used to support the meeting, provide equipment, and print newsletters and materials necessary towards carrying out the meeting activities. All refreshment or luncheon costs may be paid using the FRG's informal fund or the ACS supplemental mission account intended for FRGs, if money is available. APF monies cannot generally be used for food or refreshments. Regarding the unit car wash, FRGs may only conduct internal fundraising for their FRG informal fund. They must request permission to fundraise as described above. Commanders should not approve internal fundraising unless consistent with the FRG's informal fund SOP. If it is approved, the proceeds are kept in the FRG's informal "cup and flower" fund, IAW AR

APPENDIX B: Frequently Asked Questions

600-20.

Our FRG has many social activities. Why not include "socializing" with the FRG mission activity, so that we can use the commander's government credit card to pay for FRG parties and outings?

FRG's are established as official Army entities to provide activities and support that enhance the flow of information, increase the resiliency of unit Soldiers and their families, provide practical tools for adjusting to military deployments and separations, and enhance the well-being and esprit de corps within the unit. FRG mission activities which are funded with APFs, must abide by all laws and regulations governing the use of those monies. APFs shall not be used for social activities.

Unit Commander would like to send the FRG leader, who is a statutory volunteer, to Family support training. What funds are authorized?

The unit commander uses APFs to pay for this expenditure. Statutory volunteers may be sent on Invitational Travel Orders to training, as provided IAW AR 608-1, 10 U.S.C §1588, and the Joint Travel Regulation, Appendix E, Part I, paragraph A, and the Secretary Army Travel Policy. If the FRG leader is the unit Commander's Family member, the unit Commander must send the request to authorize travel to the next higher level officer in the Commander's chain of command, to avoid potential violation of the JER, conflict of interest provisions.

FRGs whose Armed Forces members are assigned to duty or ordered to active duty in conjunction with a contingency operation are authorized appropriated funds to provide for needed Family support including child care, education and other youth services. How does this work?

Commanders can pay for child care, education and other youth services using APFs, for Family members of Soldiers who are activated for a contingency operation, or who are assigned duty in support of a contingency operation, or who are deployed to a contingency operation. See 10 U.S.C. 1788, DoDD 1342.17 Family Policy and DoDI1342.22, Family Centers. This authorization can enable more Soldiers and families to attend FRG meetings prior to and during contingency operations.

My commander said that the unit has arranged with the Child Development Center to provide childcare for the unit's statutory volunteers. Since the unit will pay the bill monthly using the APF Government Purchase Card, he won't reimburse our childcare if we use a different provider. Can he do that?

Yes he can. In fact, this is the most efficient way for a unit to manage childcare for statutory volunteers if they are located on a garrison. The CDC provides a bill monthly to the unit for all of the childcare charged that month to the unit and the APF credit card holder pays the bill. As a management control mechanism, the commander should also implement a childcare coupon for the volunteer to give to CDC after it has

APPENDIX B: Frequently Asked Questions

been signed by the designated unit representative. The coupons can then be matched to the charges on the bill. Commanders of units not located on the installation or with geographically dispersed families will need to provide FRG volunteers with childcare policies and procedures.

My unit was denied a global phone for morale or operational purposes by the commander due to limited funding. Can the FRG raise funds to purchase and provide maintenance/use costs for a commercially purchased global phone?

No. APFs are authorized for the purchase and maintenance/use costs of a global phone. FRGs cannot use their private or informal funds for something that is authorized to be purchased with APFs.

My unit was denied use of a VTC. A commercial company has agreed to conduct a VTC for us. Can the FRG raise funds to pay for the VTC?

No. For the same reason the FRG cannot fund the global phone - it is an appropriated fund expense.

REIMBURSEMENT [2/8/2011]

Under what specific conditions is reimbursement granted for volunteers?

AR 608-1, para 5-10g covers the reimbursement criteria for volunteers. This is provided the commander has approved the expenditure and funds are available. It is recommended the unit commander have an SOP which informs the volunteers what funds are available, and how to request reimbursement.

How will the reimbursement of volunteer incidental expenses for child care costs be made, and to whom-- the volunteer or the provider?

We assume you are requesting information regarding the reimbursement of incidental expenses for statutory volunteers registered through ACS, IAW 10 U.S.C. 1588 and AR 608-1, chapter 5. The unit commander must approve the expense in advance and should provide an SOP on the reimbursement procedures. The reimbursement depends upon the commander's approval and availability of funds. The money comes from the unit commander's appropriated mission funds.

What forms will govern the monies used for reimbursement?

Check with the commander's SOP for FRG budget procedures.

Is the FRG volunteer required to register with the CDC prior to requesting reimbursement of child care?

APPENDIX B: Frequently Asked Questions

The volunteer is required to in-process through the servicing ACS Center. The volunteer must be a statutory volunteer. If the volunteer wants to be reimbursed for childcare costs, he/she should check with the commander on whether or not childcare expenses are being reimbursed. The volunteer should review the Commander's SOP on the reimbursement of incidental expenses, including childcare. Note that the volunteer does not have to use the Childcare Center, unless the commander has decided that the Childcare Center must be used for reimbursement.

May the unit commander reimburse an FRG volunteer's child care expenses incurred while conducting FRG business?

Yes, statutory volunteers may be reimbursed for incidental expenses, to include child care costs. The Commander may reimburse child care expenses incurred while the volunteer was conducting FRG business, consistent with AR 608-1 and 10 U.S.C 1588. However, FRG social events are not considered official FRG business so the Commander may not pay FRG volunteer childcare costs incurred while participating in a social event.

What is the definition of volunteering (in order to qualify for the reimbursement of incidental expenses) - FRG leadership roles or does attending the FRG meeting constitute time as a volunteer?

FRG members attending an FRG meeting are not volunteers. Statutory volunteers provide voluntary services to the unit commander in furtherance of the FRG mission. The definition of statutory volunteer can be found at AR 608-1, para 5-4c; statutory volunteers are required to have a job description, and to be supervised like an employee (AR 608-1, para 5-9k). The FRG leader, Treasurer, Newsletter Editor, and others who hold designated leadership positions should all be statutory volunteers. They should in-process through the Mobilization and Deployment Program Manager and Army Volunteer Corps Coordinator and receive a signed job description from the command. The unit commander should prepare a SOP covering the procedures for reimbursement for incidental expenses, so that volunteers know what is and is not covered.

DONATIONS [2/8/2011]

Can my FRG accept a donation and deposit it into our informal funds checking account?

Yes. The FRG may accept unconditional donations of \$1000 or less into the FRG's Informal Fund from an individual, business or private organization, after gaining approval from the unit commander and unit or garrison ethics counselor, IAW AR 1-100. The FRG informal fund account may not exceed \$10,000 income per year, nor shall it exceed a \$10,000 balance at any time. Donations count towards these maximums. FRGs may not accept donations that exceed \$1000. The Garrison Commander may accept donations, including those that exceed \$1000 for the ACS supplemental mission account. The ethics counselor should be consulted before any

APPENDIX B: Frequently Asked Questions

donations are accepted.

Unit Commander stationed at Garrison "X" receives an offer from a local business; to make a \$20,000 donation to support "local Army families". May the Unit Commander accept the donation?

The unit Commander should inform the Garrison "X" Commander of the donation offer. The Garrison Commander may accept this donation meant for Family support, into the Garrison FRG supplemental mission activity, as provided by AR 608- 1. The donations become non-appropriated funds (NAFs), and are accounted for using department code/sub-account, SA J9, so that FRG intended gifts/donations are accounted for separately from other supplemental mission uses. The Garrison Commander should request the garrison Judge Advocate's office review the gift offer prior to acceptance.

Are the rules for the use of Morale, Welfare and Recreation {MWR} NAFs the same as for supplemental mission NAFs?

No. Supplemental mission NAFs are used for a different program and purpose than MWR NAFs. Therefore, the rules for the disbursement and use of SM NAFs are different than for MWR NAFs.

I was told that FRG Supplemental Mission Activity donations must be shared equally with all FRGs on the garrison. Has that changed?

Yes. Garrison Commanders will coordinate distribution of donations to FRGs based upon need and donor intent. The donation does not have to be divided among all FRGs. For example, the garrison commander can choose, with the Unit Commander's input, to divide the donation among FRGs with deployed Soldiers only or only to units that are planning reunion activities for redeploying Soldiers.

What use is authorized for FRG Supplemental Mission Activity use?

FRG Supplemental Mission Activity donations intended for Family support or FRG use are not Morale, Welfare and Recreation (MWR) NAFs. These supplemental mission NAFs are managed separately under a different account code, and the rules regarding their expenditure are different than the rules for the expenditure of MWR NAFs. ACS supplemental mission NAFs intended for FRG or Family support may only be used to supplement the FRG mission activity. Commanders may use ACS supplemental mission donations intended for FRG use, for any purpose that the commander determines clearly supplements an established mission of the FRG. The use must be consistent with this regulation, AR 215-1, and DoDI 1015.15. The first priority in using these supplemental mission NAFs should be to encourage maximum attendance and participation at FRG meetings, such as by providing food and refreshments. Using supplemental mission donations to support a unit ball is an example of an unauthorized expenditure because it fails to supplement an established

APPENDIX B: Frequently Asked Questions

mission of the FRG. Commanders may not authorize the use of supplemental mission funds for any purpose that cannot withstand the test of public scrutiny or which could be deemed a misuse or waste of funds. Using supplemental mission donations to fund a lavish cruise to promote "cohesion" among FRG members is an example of an excessive and inappropriate use of supplemental mission NAFs.

Does supplemental mission donations given to an FRG count as Income to the FRG Informal Fund?

No, these are two entirely separate pots of monies. Supplemental mission donations belong to the Army's Non-appropriated Fund Instrumentality; Informal "cup and flower" funds belong to the informal fund's members. Therefore, Supplemental mission donations have no impact on the FRG informal fund income cap.

Several FRGs which receive support from the Garrison "X" ACS, have heard about a donation to the ACS supplemental mission account. The FRGs requested permission to use the supplemental mission NAFs to provide transportation and tickets to a festival or amusement park. May they do so?

Possibly. Supplemental mission NAFs may be used for FRG social activities. To receive some of the donated funds, unit commanders must submit an approved purchase request which includes a brief description of the item(s) requested, total funds required, dates the items are needed, and vendor or source of the items to be purchased to the DFMWR for processing.

My mother wants to donate \$100 to our FRG Informal Fund. Can we accept it?

Yes, as long as the FRG has not exceeded the \$10,000 annual income cap. The FRG can accept donations of \$1000 or less for its informal fund; however these donations count as income to the FRG.

A local car dealer wants to donate \$2000 worth of products to the FRG to put into care packets that will be sent to the unit's deployed Soldiers. Can the FRG accept the donation?

No. The unit can only accept money or tangible goods valued at \$1000 or less. Donations valued at more than \$1000 must be given to the Garrison Commander, after the donation has been approved by the Legal Ethics Counselor. However, the donation does not have to be shared with all FRGs- the Garrison Commander may decide what units receive the donated goods.

FUNDRAISERS [2/8/2011]

Should FRG fund-raising caps be based on number of people in the unit the FRG is supporting vice a standard amount based on echelon of the FRG?

APPENDIX B: Frequently Asked Questions

Army Directive 2008-1 increased to the limit on the Family Readiness Group Informal Fund from \$5,000 to \$10,000. This increase is for all units Army-wide. The increase was effective 7 March 2008.

I was told our FRG could only hold fundraisers at our own motor pool? Is this correct?

Not necessarily. The JER authorizes official fundraising by organizations composed primarily of Department of Defense or Department of the Army employees and their dependents when fundraising among their own members or dependants for the benefit of their own welfare funds. The Army Office of General Counsel (Ethics and Fiscal Law) and the Army Standards of Conduct Office have interpreted this to mean that an Army organization -including but not limited to units, installations, and Family Readiness Groups- may officially fundraise from its own community members or dependants and from all persons benefiting from the Army organization. For example, an installation may benefit from the Brigade or Unit FRG, thus permitting a Brigade or Unit FRG to fundraise throughout the installation. Fundraising must be (1) for the FRG informal fund, as opposed to a private charity; and (2) approved by the unit commander and coordinated with the commander with cognizance over the location of fundraising, if different from the organization area. Commanders shall consult with their SJA or Ethics Counselor and avoid all conflicts with other authorized fundraising activities.

I am the FRG Leader for an Army Reserve unit. Our Reserve unit trains at a public building not located on an Army installation. Can we hold a fundraiser in front of the building?

No. Since the unit is located in a public building that is shared with non-Army businesses, the FRG may only fundraise among its own members in its own spaces.

I am an FRG leader. In the past we held many big fundraisers which these new guidelines limit in scope. Frankly, these events built esprit de corps. We are struggling to re-define the purpose of FRG activities. Suggestions?

Certain FRG mission activities are essential and include FRG member meetings, FRG staff and committee meetings, welcome activities for new members, and the publication and distribution of FRG newsletters. FRGs should provide activities that enhance the flow of information from command to the Family, and serve as a referral resource. FRGs should consider holding classes and workshops relevant to their membership. FRG leaders and commanders should speak with their members to better identify training needs and contact ACS or one of the many other garrison agencies available for FRG support, FRGs can create resilient families that stick together in both celebration and crisis.

My FRG is unhappy with the prohibition against external fund raising and wants me to set up a private organization to do our FRG fundraising? As a commander, may I do this?

APPENDIX B: Frequently Asked Questions

No. Commanders cannot organize private organizations (POs) or direct their activities, including how POs spend their money. Private organizations (POs) may be established by individuals, including FRG members if they so desire, to support shared goals and objectives. However, as stated in the G1ALARACT message. "These POs may not receive preferential treatment and must be treated the same as all other similarly situated POs IAW the Joint Ethics Regulation (JER), and AR 210-22, Private Organizations on Department of the Army Installations. To prevent potential conflicts of interest, if such POs are established, its leaders must consist of different persons than the FRGs' leaders". FRG members and commanders should remember not to use government or FRG resources or government equipment for PO business.

You might also take into consideration that donations to the FRG Informal Fund cannot exceed \$1000 and that the donation counts as FRG income for the annual income cap. The FRG would benefit more from a local private organization donating to the Supplemental Mission Account intended for FRGs. The donations do not count as income to the FRG.

My division is planning a Division Ball. Can my FRG conduct fundraising activities to support the Division Ball?

No. Planning and contributing funds to support a Division Ball is not an FRG responsibility. The Division Ball is also not an MWR event for which non appropriated funds or commercial sponsorship would be authorized. Division Balls are a private social event which should be funded by the attendees, or their private organizations (established IAW AR 210-22, Private Organizations) should their members choose to do so.

My Battalion is planning a Holiday Party. Can the FRG conduct fundraising to support the Battalion Holiday Party?

Yes. FRGs can conduct internal fundraising following their commander's approval after consultation with their ethics counselor, IAW AR 600-29 and the JER, to support this Family event.

May the FRGs which fall under my Brigade hold a fundraiser to benefit our FRGs' informal funds?

Yes. It is possible that a Brigade could hold an internal fundraiser for its own members, to benefit its own members, consistent with AR 600-29 and the JER. It is essential that no fundraiser be held without the permission of the commander, in consultation with the Brigade's Judge Advocate ethics counselor.

If my Brigade FRG is selling unit magnets as a fundraiser, and a non-member of the Brigade wishes to purchase a magnet, could we sell it to the non-member without violating the "internal fundraising limitations?"

APPENDIX B: Frequently Asked Questions

Yes. FRGs who are given permission by their command, in consultation with their Judge Advocate's ethics counselor, to have an internal fundraiser should make every effort to abide by their commander's rules regarding that fundraiser.

May my FRG do a fundraiser in their own community as long as it doesn't infringe on another unit?

We can't tell from your question which community you are referring to. If you mean off-post, in the civilian community, then the answer is no. Official Army activities, to include FRGs, are prohibited from engaging in external fundraising. However, your FRG may be able to do a fundraiser at a central location on the installation. Your unit commanders should consult with their Judge Advocate's ethics counselor regarding this specific fundraising question.

INFORMAL FUNDS [2/8/2011]

Informal funds may be used for purely social activities, etc. Does that include helping to defray the cost for a unit formal?

Informal funds are private monies which belong to the informal funds' members. Planning and contributing funds to support a unit formal is not an FRG responsibility. Therefore, our guidance is not to use FRG informal funds monies for unit events. Unit formals are also not an MWR event for which non appropriated funds are available, nor would commercial sponsorship be authorized. Formal balls are a private social event which should be funded by the attendees, or their private organizations should their members choose to do so.

Is the \$10,000 cap for informal funds enforceable retroactively?

FRGs informal funds may not exceed an annual gross income cap of \$10,000 per calendar year. If your FRG informal funds exceed \$10,000, the FRG needs to not engage in any internal fundraising.

If the FRG Informal Fund account has reached the limit of \$10,000, are they unable to make any additional deposits from fundraisers currently scheduled?

Commanders should not authorize FRG fundraisers when the FRG informal funds account has reached the \$10,000 cap. We advise commanders to cancel fundraisers for FRGs who are already at their maximum limit. FRGs are not established as a fundraising organization.

Our battalion is having a holiday ball, in which the battalion pays for reserving the location, DJ, etc and the soldiers buy tickets for their dinner. Normally the FRG helps the battalion with this event by decorating (and purchasing the decorations for) the tables for the ball. Can we use our informal funds to purchase the decorations?

APPENDIX B: Frequently Asked Questions

The Battalion should use their informal funds to purchase the decorations for their holiday ball. The Battalion holiday ball is not an FRG responsibility. FRG members' informal funds should only be used for the benefit of the FRG members, not the entire Battalion.

My commander wants the FRG informal fund to be bonded. This is expensive; does the Army have a program that covers this?

No. First, bonding the informal fund is not a requirement but it is the commander's option." The Army does not provide bonding for FRG informal funds. We recommend the commander consider the value of the FRG informal fund and the cost of bonding when making this decision.

My FRG would like to give going away gifts to our deploying Soldiers, such as books, magazines, calling cards and gift certificates. We also want to send "care packets" to the Soldiers during the deployment. Should we use the FRG's informal funds for the gifts and care packets, or the unit's informal funds?

You have an option -the FRG Informal Funds or the unit's Informal Funds. The FRG Informal Funds may be used if the membership agrees and Soldier care packages are included in the Informal Fund SOP. Since this activity only benefits the unit members and not the FRG Family members, the FRG may consider asking the commander if unit Informal Funds may be used.

My Unit Commander wants to organize an FRG picnic, provide transportation, buy welcoming gifts to new FRG members, and pay for pony rides. What APF support is authorized?

None. APFs may not be used for this purely social activity. If the FRG has informal funds, they may be used; also, the FRG may request funds from the FRG Supplemental Mission Activity, if available. The use of government vehicles to support the picnic is also not authorized, since the FRG activity is purely social.

Our FRG has \$15,000 in its informal fund checking account. What do we do?

Follow the guidance in AR 608-1, Appendix J to ensure your informal fund procedures and paperwork are in order. FRG informal funds are capped at \$10,000.

How can our FRG establish an informal "cup and flower" fund for births, birthdays, meals and parties?

Commanders may authorize FRGs to maintain informal funds for social events, similar to a cup and flower fund. The commander, or delegated representative, should sign a letter designating an FRG informal fund custodian and alternate,

APPENDIX B: Frequently Asked Questions

responsible for informal fund custody, accounting, and documentation. Operation of the fund will be consistent with Army Values, DoD 5500.7-R, Joint Ethics Regulation (JER) and AR 600-20, Command Policy. The brigade commander, or delegated representative, must publish an organizing SOP for informal funds management procedures. For further guidance, see the Commander's Guide, informal funds section.

My FRG has a bank account for its informal funds. Do we need to close the account and await funding from the chain of command?

No. Commanders may authorize FRGs to keep informal funds for activities which cannot be funded with government money. The informal funds are private monies belonging to the individual FRG members. FRG mission activities are funded by commanders using government money. The commander's mission funds (APFs) must be spent when supporting the official FRG mission, in accordance with fiscal and ethics law principles.

One of my Soldiers is taking R&R leave at Edelweiss in Germany. Her spouse lives in Texas. This Soldier has not seen her Family for 3 years. Can the FRG pay for the spouse's ticket, or a portion of the ticket; with their informal funds?

No. FRG Informal funds must be used for activities that support all of the members of the FRG. However, there are other agencies that may be able to assist the spouse, such as Army Emergency Relief and local charitable and volunteer organizations.

Can the FRG's informal funds be used to buy food and drink for the FRG meetings?

Yes. The FRG's informal funds could be used to purchase refreshments for FRG meetings, as long as some of the funds had been earmarked for refreshments. Informal funds use is limited to expenses consistent with the purpose and function of the fund. Other examples of authorized uses of informal funds include social events such as FRG parties or outings. Any disbursements of the informal funds that are made should be for specific planned purposes and should be for the benefit of the FRG members as a whole.

Our FRG is having a holiday party. We are using our informal funds. Can we also use NAFs?

No. You are correct to use FRG informal funds, assuming doing so is consistent with the FRG's informal fund SOP. However, since the FRG is not an MWR activity or NAFI, NAFs cannot be used to support this FRG event.

APPENDIX B: Frequently Asked Questions

Retrieved on 10 April 2014, from

<https://www.armyfrg.org/skins/frg/display.aspx?moduleid=9eed30c4-706f-4895-8532-14bac5c094ec&mode=user&CategoryID=16257545-1909-4f1a-83df-54849538f0bb&Action=display user category objects>

APPENDIX C: Sample Unit SOP

DEPARTMENT OF THE ARMY
Organization Name
Organization Address
City, State, Zip

(Office Symbol)

(Date)

MEMORANDUM FOR (NAME OF UNIT) FAMILY READINESS GROUP

SUBJECT: Family Readiness Group (FRG) Informal Fund Standard Operating Procedures (SOP)

1. References:

- a. AR 600-20, Command Policy, 18 Mar 08
- b. AR 608-1, Army Community Service, 13 Mar 13.
- c. AR 600-29, Fundraising within the Department of the Army, 7 Jun 10
- d. AR 1-100, Gifts and Donations, 15 Nov 83
- e. DOD 5500.7-R, Joint Ethics Regulations

2. Purpose. Provide procedures for managing the FRG Informal Funds.

3. Summary. The FRG informal fund is for the benefit of the *(name of unit)* FRG members only and is established exclusively for charitable purposes and to provide support to Soldiers and family members as they 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 Government.

4. Scope. This SOP applies to the *(name of unit)* Family Readiness Group which is comprised of all Soldiers, civilians, volunteers and family members assigned to the unit.

5. Commander Authorizations:

- a. I authorize the FRG to maintain one informal fund.
- b. I designate a fund custodian (treasurer) to be NAME, and an alternate, to be NAME.
- c. I authorize the opening of one FRG informal funds bank account and designate NAME and NAME to sign checks drawn on the account.
- d. I am requiring/not requiring the FRG informal fund to be bonded.

Office Symbol

SUBJECT: Family Readiness Group (FRG) Informal Fund Standard Operating Procedures (SOP)

e. All fundraising requests must be presented to me, with a complete plan on why the funds are needed and for what purpose. In no event will fundraising be authorized if the informal fund account has reached the annual income cap of \$10,000 or the account balance is \$10,000.

6. FRG Leader acknowledges: I acknowledge that the FRG informal fund SOP has been approved by the unit commander and a majority of the FRG members and signed by me, the fund custodian (treasurer), and the alternate fund custodian on DATE.

7. FRG Treasurer and Alternate acknowledgement:

a. I will manage the FRG Informal Fund, and ensure that all deposits and expenditures are accurate, timely, and complies with all Army policies, including AR 608-1, and the Joint Ethics Regulations.

b. I understand that I may be personally liable for any loss or misuse of FRG informal funds.

c. I have established a non-interest bearing bank account under the FRG's name, as approved by the Commander. (or it was established on DATE, and has since been ratified by the Commander on DATE).

d. I am responsible for preparing an informal fund report for the unit commander at the end of each month. The report will summarize the informal fund's financial status, to include current balance, total income, and an itemized list of expenditures along with an explanation showing how the expenditures are consistent with the purpose of the FRG informal fund as established in this SOP.

e. I will prepare an annual informal fund annual report for the unit commander and *Brigade commander (or first O6 in the unit's chain of command)*. The annual report will summarize the informal fund's financial status at the end of the calendar year, to include current balance, total income, and an itemized list of all expenditures made during the year, along with an explanation showing how the expenditures were consistent with the purpose of the FRG informal fund as established in this SOP. The annual report is due to the (*Brigade commander*) no later than 30 January of each year.

8. Procedures. The FRG formally agrees on the use of the FRG funds.

a. The FRG's informal fund purpose and function are to provide support and recognition to FRG members. The funds are to be used to provide meals and refreshments at FRG meetings, to fund FRG social events, and family special events such as newcomer welcome gifts and baby showers. The use of FRG informal funds is to support the entire FRG family, and is not for Unit social events whereby the entire

Office Symbol

SUBJECT: Family Readiness Group (FRG) Informal Fund Standard Operating Procedures (SOP)

family is normally not included. *(Note: This is a sample only. The FRG members must develop the purpose and use of funds sentence.)*

b. All expenditures must be consistent with the provisions listed in this SOP, Army values, and AR 608-1, Appendix J.

c. FRG informal funds may not be deposited or mixed with appropriated funds, unit MWR funds, unit informal funds (cup and flower funds), or any individual's personal funds.

d. Estimated costs for future planned events will be earmarked within the ledger.

e. The FRG has been provided this SOP annually on DATE, and has approved its contents by a majority vote.

9. Informal Fund Account Management.

a. Expenditures.

(1) The FRG volunteer officers are NAME, NAME NAME. (Identify every officer by name and the dates they started volunteering for the FRG.)

(2) FRG officers (leader, co-leader, secretary, and treasurer/alternate) must approve all expenditures of FRG Funds in advance.

(3) The treasurer will pay all expenditures with a check, when possible. The Treasurer/alternate and one other FRG volunteer officer will sign all checks, (i.e., leader, co-leader, treasurer, secretary).

(4) A bank debit card can be utilized for in-store purchases of supplies, but no cash is to be withdrawn from the account.

(4) A written receipt will be maintained for two years for all expenditures.

(5) The treasurer/alternate will list all checks and subtract them from the check register balance immediately after writing the check.

b. Deposits.

(1) The treasurer or alternate will deposit all income received within one business day of receipt.

(2) Deposit receipts will be maintained for two years.

Office Symbol

SUBJECT: Family Readiness Group (FRG) Informal Fund Standard Operating Procedures (SOP)

(3) Checking Account Reconciliation.

(4) The treasurer will reconcile the checking account with the bank statement within three days of receipt. A second FRG volunteer officer, NAME and in the alternate, NAME, will also reconcile and initial the bank statement.

(5) Errors identified will be resolved immediately. The Treasurer will report any errors that he/she cannot resolve to the FRG Leader.

(6) The Treasurer will prepare a financial statement monthly for each FRG meeting and for the commander, or upon request, following the procedures listed in reference (a).

9. Fundraising Requests. Note: Unit Commanders should be able to document that they have established the FRG infrastructure as required IAW AR 608-1, Appendix J prior to authorizing their FRGs a fundraising event. Unit Commander certifies prior to approving FRG informal fundraising that:

a. Volunteer support for the FRG is identified and volunteers have been registered IAW AR 608-1.

b. Volunteer position descriptions are on file, volunteers are trained or subject to a training schedule.

c. The FRG Budget SOP has been established for the FY and has been reviewed with FRG officers.

d. FRG meetings are regularly scheduled (whether quarterly, semi-annually, or monthly, depending upon deployment); meetings are well attended by both enlisted and officer families.

e. Command has scheduled the following classes for FRG members through ACS: (Treasurer Training; FRG Leader Training; Key Caller Training)

NAME CLASS and DATE

f. FRG newsletters have been published and distributed on DATE DATE DATE.

g. Families requiring additional support have been identified.

h. Resources have been deployed to assist those families which require additional support (ACS, ASAP, SWS, AER, etc).

Office Symbol

SUBJECT: Family Readiness Group (FRG) Informal Fund Standard Operating Procedures (SOP)

i. The FRG informal fund has not received a total of \$10,000 this calendar year, nor is the balance approaching \$10,000.

j. Fundraising request must be for a specific purpose. Raising funds to purchase meals and refreshments for use at FRG meetings may be authorized. Raising funds to alleviate the costs of the Unit Ball for enlisted is not authorized for the FRG informal fund.

k. Fundraisers may take place on the installation only.

l. Fundraising dates should not conflict with CFC or AER fundraising dates, in accordance with AR 600-29.

m. Fundraising requests must go through the servicing legal office, ethics counselor prior to being approved.

n. Once the Unit Commander approves the FRG request to fundraise, normal Garrison Commander rules regarding the processing of all fundraising requests must be followed, IAW West Point Army Community Service's Family Readiness Group Resources and Fundraising SOP, dated 30 April 2014.

o. FRG members may never engage in fundraising outside the installation.

10. FRG Fund Cap.

a. Gross annual receipts (income) for the FRG Informal Fund cannot exceed \$10,000 from all sources, i.e. fundraising, gifts, and donations. This amount is the amount raised before any deductions for expenses or reimbursements. If this amount is exceeded at any point in the calendar year, no other fundraisers are to be authorized until the following calendar year, regardless of the ending balance of the account.

b. The Informal Fund balance should not exceed \$10,000 at any one time. However, if the fund balance does exceeds \$10,000, then no additional income from fundraising, donations or gifts will be accepted until the balance falls under than \$10,000 after the additional income has been added. Also, the FRG will start spending the money to bring it below the mandated fund cap.

c. Donations/Gifts. The Unit Commander may accept donations of money or tangible goods valued at \$1,000 or less into the FRG informal fund account following consultation with the servicing ethics counselor.

d. Offers of gifts and donations for military family support over \$1,000 should be referred to the Garrison Commander, for possible acceptance into the garrison's FRG Supplemental Mission Activity.

Office Symbol

SUBJECT: Family Readiness Group (FRG) Informal Fund Standard Operating Procedures (SOP)

11. Files. Hard and electronic copies of the SOP's will be maintained by the Commander, Family Readiness Group Deployment Assistant, Rear Detachment, FRG Leader, FRG Secretary, and FRG Treasurer.

12. The point of contact for this SOP is POC Name, Title, Phone number, email address.

COMMANDER'S NAME
Rank, Branch, Component
Commanding

APPENDIX D. Sample Fundraiser Request Memo

Unit Letterhead

OFFICE SYMBOL

DATE

MEMORANDUM THRU DFMWR Representative for Private Organizations, 681 Hardee Place, West Point, NY 10996

FOR Commander, USAG West Point, 681 Hardee Place, West Point, NY 10996

SUBJECT: Family Readiness Group (FRG) Fundraiser Request

1. The (Unit Name) FRG request approval to conduct a fundraiser in support of (purpose of fundraiser).
2. The location of the fundraiser is (requested location, unit, PX, commissary, etc).
3. The date and time of the fundraiser is scheduled for (dates and times).
4. The following volunteers are expected to assist with the operation of the fundraiser at the listed time intervals:
Xxxx 10-11 xxxxx xxxxx xxxxx
Xxxxx 1-2 xxxxx xxxxx xxxxx
5. The FRG understands that they are responsible for set up, break down, and clean up of the area in which the fundraiser is held.
6. A completed Family Morale, Welfare, and Recreation Fundraiser Form is enclosed, per the West Point Family Readiness Group Resources and Fundraising SOP.
7. The point of contact for this fundraiser is the FRG Leader, (name). She/He can be reached at (email & phone number).

Encl

(Commander's Name)
(Rank), (Branch)
Commanding

APPENDIX D. Sample Fundraiser Request Memo

OFFICE SYMBOL

DATE

SUBJECT: Family Readiness Group (FRG) Fundraiser Request

CF:
Garrison CSM
FRG Leader

APPENDIX E: DFWMR Fundraiser Request

Directorate of Family and Morale, Welfare, and Recreation, (845) 938-8455

Fundraiser Request Form

All fundraising on Army installations must comply with Army Regulation 600-29 "Fundraising within the Department of the Army." Army Regulations (AR) can be located at www.apd.army.mil. Additionally, all fundraising requests **must** receive authorization from the Office of the Garrison Commander **before** conducting the event. Private organizations (POs) are recommended to submit their requests 30 days prior to the date of the fundraiser. If two or more POs are co-hosting an event, it is only necessary to submit one form for the event. It is recommended all POs have the location to their event confirmed prior to submitting their form. A letter of authorization will be released and should be in your possession during your activities. Please submit requests to Ms. Tara D'Amico, Directorate of Family and Morale, Welfare, and Recreation or call 845-938-8455.

The following five types of fundraising activities are authorized within the Department of the Army and must be conducted within the general provisions of AR 600-29:

Type A: Fundraising for the Combined Federal Campaign.

Type B: Fundraising approved by U.S. Office of Personnel Management for an emergency or disaster appeal.

Type C: Fundraising in support of the Army Emergency Relief.

Type D: Local fundraising. Provided no on-the-job fundraising is involved, the following fundraising activities may be authorized locally:

(1) Fundraising conducted by organizations composed primarily of Army personnel or their Family members (including installation Morale, Welfare, and Recreation activities, as provided in AR 215-1), among their own members (contractor employees cannot be members of these organizations), and only to benefit welfare funds for their own members. These organizations also include informal funds such as cup and flower funds, which must be conducted in accordance with AR 600-20. The commanders of Army Commands and the heads of Army organizations may designate areas that are outside the Federal workplace, may support or authorize the support of such fundraising, and may provide limited logistical support (facilities and equipment) in accordance with DOD 5500.7-R. This provision includes fundraising activities such as bake sales, car washes, and other minor events to raise unit funds in support of an organization day or other activities.

(2) Fundraising for Army museums done in conjunction with private museum foundations must be performed in accordance with the provisions of this regulation, AR 210-22, and AR 870-20.

(3) Occasional fundraising in support of Family Readiness Groups in accordance with AR 608-1, command authorization of informal funds in accordance with AR 600-20, and other official fundraising by organizations composed primarily of DOD or DA employees or their Family members when fundraising among their own members or Family members for the benefit of their own welfare funds in accordance with DOD 5500.7-R.

(4) Occasional fundraising in support of on-post private organizations and other limited fundraising activities to assist those in need may be authorized by garrison commanders and heads of organizations. Fundraising in support of on-post organizations must comply with the provisions of AR 210-22. These fundraising activities may include the use of "poppies" or other similar tokens by veterans' organizations, or the placement of collection boxes in public use areas of Federal buildings or installations for the voluntary donation of foods or in-kind items for charitable causes.

Type E: Religious fundraising. Fundraising by religious organizations or their affiliates is authorized only in connection with religious services and must be conducted in accordance with AR 165-1.

Door-to-door solicitation is strictly prohibited. If your fundraiser includes door-to-door solicitation an exception to policy request must be submitted to DFMWR.

FOR MORE INFORMATION, CALL (845) 938-8455

APPENDIX E: DFWMR Fundraiser Request

POST PRIVATE ORGANIZATION FUNDRAISING REQUEST FORM

Fundraiser Type (circle one): A B C D1 D2 D3 D4 E

Organization/Club/Department Name: _____

POC: _____

Phone number: _____

E-mail: _____

Fundraiser Name: _____

Event Details (please be specific): _____

Expected Number of Participants: _____

Admission/ Registration Fee: _____

Fundraiser Beneficiary: _____

Donation Type: (Please be specific: food, clothing, money, other): _____

Requested Location: _____

Dates/Times: _____

FOR MORE INFORMATION CALL 845-938-8455