

# USAG-Benelux Fundraiser Application

MEMORANDUM FOR USAG Benelux Private Organizations Liaison

REQUESTING UNIT / PRIVATE ORGANIZATION

POINT OF CONTACT FOR REQUEST (NAME, PHONE NO., EMAIL)

DATE REQUEST SUBMITTED

## DETAILS:

**TYPE:** What does your organization do? Who are its members? What will this fundraiser consist of? What are you selling? What the funds will be used for ?

**LOCATION, DATE & TIME:** When & where will this event take place?

### DFMWR DIRECTOR SIGNATURE

I have reviewed this fundraiser request and I hereby approve it.

**REQUESTOR SIGNATURE:**

### JUDGE ADVOCATE SIGNATURE:

I have reviewed this fundraiser proposal and have no legal objections.

## STATEMENTS OF UNDERSTANDING:

*Our Unit / Private Organization declares:*

\_\_\_\_\_ The majority of individuals in the Organization hold SOFA status.

\_\_\_\_\_ No fundraising will occur outside a U.S.-forces controlled installation. No fundraising will occur at or near federal workplaces on the installation, i.e. areas where Service Members or Department of the Army (DA) civilian employees perform official duties. Fundraising will only occur at a location designated by the Garrison Commander.

\_\_\_\_\_ No Service Member or DA civilian employee will work on the fundraiser during duty hours.

\_\_\_\_\_ Soliciting a Service Member or DA civilian at a time when that Service Member or civilian is on duty is prohibited.

\_\_\_\_\_ Soliciting or accepting contributions from host-nation citizens and government contractors is prohibited.

\_\_\_\_\_ No DA official, either Service Member or civilian, will endorse this fundraiser in an official capacity. The Organization will not advertise or represent this event in a way that could cause an individual to believe it has been officially endorsed by the Department of the Army or a military official. Individuals working the fundraiser will not wear military uniforms.

\_\_\_\_\_ The Organization will make it clear to every individual solicited for contributions that giving is completely voluntary; a contributor is free to give or not.

\_\_\_\_\_ Individuals with command or supervisory authority are prohibited from soliciting a subordinate for contributions, or inquiring (either directly or to a third party) whether a subordinate has given or the amount given.

\_\_\_\_\_ A list of contributors will only be maintained as necessary for the operation of the fundraiser, and destroyed when no longer necessary. Individuals without a need to know will not be made aware of who has contributed.

\_\_\_\_\_ Contributions will not be incentivized through employment-related privileges, such as special passes, for contributors. Declining to contribute will not be disincentivized through employment-related actions, such as counselings, or the threat of such actions. Contributing or declining to contribute will not be considered in an individual's performance review.

\_\_\_\_\_ Leading an individual to believe that he or she is one of a small number of people who have not contributed is prohibited.

\_\_\_\_\_ Harassing an individual who has declined to contribute through repeated discussions, meetings, or any other method intended to cause that individual to change his or her decision is prohibited.

\_\_\_\_\_ The sale of alcohol as part of the fundraiser is prohibited. The resale of goods purchased from AAFES is prohibited.

*Sources: AR 600-29, AER 210-22*