



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON FORT WAINWRIGHT  
1060 GAFFNEY ROAD #6000  
FORT WAINWRIGHT, ALASKA 99703-6000

REPLY TO  
ATTENTION OF:

IMPC-FWA-ZA

00 NOV 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fundraisers (Garrison Policy #9)

1. References:

- a. Joint Ethics Regulation, DoD 5500.7-R, 30 Aug 93.
- b. AR 600-29, Fund-Raising Within the Department of the Army, 1 Jun 01.

2. All fundraising events conducted on Fort Wainwright are required to obtain prior approval from the Garrison Commander. Fundraisers include, but are not limited to, bake sales, car washes, food sales (i.e., FRGs holding a chili sale at lunchtime), auctions, and raffles. All fundraising events, regardless of the location they are being held (PX, Commissary, unit/directorate buildings, billets, hangars, offices) require the Garrison Commander's approval. No door-to-door solicitation is authorized.

3. Additionally, any fundraiser that involves the sale/handling of food will have to have approval from the USA MEDDAC Preventative Medicine Office.

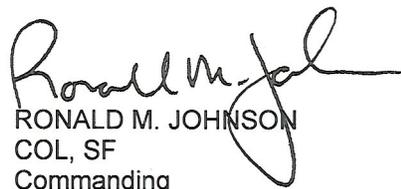
4. Fundraiser requests need to be submitted a minimum of two weeks in advance of the requested date.

5. The procedure to obtain Garrison Commander approval is as follows: a minimum of 2 weeks in advance, a written or email request must be submitted to the Garrison Executive Secretary ( Bldg 1555, Rm 108, telephone: 353-7660, email Melissa.fernandez1@us.army.mil) and copy furnish the Garrison Administrative Officer (cindy.blum@us.army.mil). At a minimum, the following information must be included in the request:

- a. Name of organization sponsoring the fundraiser.
- b. POC name and phone number.
- c. Date and time of desired fundraiser.
- d. Location of desired fundraiser.
- e. Who will be participating in the fundraiser.
- f. Purposes for which funds are being raised.

6. This policy supersedes Garrison Policy #8, SAB, dated 30 Jun 09.

7. POC is Garrison Administrative Officer, 353-7633.

  
RONALD M. JOHNSON  
COL, SF  
Commanding

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