



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, U.S. ARMY GARRISON FORT WAINWRIGHT  
1046 MARKS ROAD #6000  
FORT WAINWRIGHT, ALASKA 99703-6000

IMFW-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fundraisers (Garrison Policy #9)

4 OCT 15

1. References:

- a. Joint Ethics Regulation, DoD 5500.7-R, including Changes 1-7, 17 Nov 11.
- b. AR 600-29, Fund-Raising Within the Department of the Army, 7 Jun 10.

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. Door-to-door solicitation is not authorized.

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

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

5. The procedure to obtain Garrison Commander approval is: 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 tina.m.matthews.civ@mail.mil) and copy furnish the Garrison Administrative Officer (cynthia.a.blum.civ@mail.mil). At a minimum, the following information must include:

- 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 #9, SAB, dated 7 Apr 14.

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

  
SEAN C. WILLIAMS  
COL, SF  
Commanding

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