

DEPARTMENT OF THE ARMY  
PRESIDIO OF MONTEREY  
Monterey, California 93944-5006

POM Pamphlet  
No. 600-29

5 December 2006

Personnel - General  
GUIDE TO FUND-RAISING

1. REFERENCES:

a. Department of Defense Regulation (DODR) 5500.7-R, Joint Ethics Regulation (JER), August 30, 1993 with Change 6, March 23, 2006.

b. AR 215-1, Morale, Welfare, Recreation Activities and Nonappropriated Fund Instrumentalities, 15 Sep 05.

c. AR 600-29, Fund-Raising Within the Department of the Army, 1 Jun 01.

d. AR 600-20, Army Command Policy, 7 Jun 06.

e. AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01.

f. Army Commander's Guide to Family Readiness Group Operations, 26 Sep 05.

g. AR 608-1, Army Community Service Center, 21 Jul 06.

h. DODR 7000.14-R, Department of Defense Financial Management Regulations (FMRs), Volume 13, January 2004.

i. AR 210-7, Commercial Solicitation on Army Installations, 15 Apr 82.

2. PURPOSE. This pamphlet prescribes general policies and procedures for fund-raising activities on the Presidio of Monterey (POM) and Ord Military Community (OMC).

3. APPLICABILITY. This pamphlet applies to all individuals and groups of individuals conducting fund-raising on POM or OMC, except this pamphlet does not apply to the Chaplain's fund-raising activities held in buildings controlled by the Installation Chaplain, Combined Federal Campaign (CFC), the annual Army Emergency Relief (AER) fund drive, or post-disaster fund-raising conducted in accordance with published Office of Personnel Management guidelines.

---

\* This pamphlet supersedes POM Pamphlet 600-29 dated 1 May 1997.

4. RESPONSIBILITY. The Director of Morale, Welfare, and Recreation (DMWR) has overall responsibility for monitoring fund-raising activities on the POM and OMC. DMWR is delegated the authority to review, process, and approve or disapprove fund-raising requests.

a. The following may conduct fund-raising events in accordance with the referenced fund-raising restrictions on the POM and OMC after receiving written permission from DMWR.

(1) Units whose unit funds are controlled by the Installation Morale, Welfare, and Recreation Fund (IMWRF) may request authority to fund-raise in accordance with the restrictions in references a, b, c, d and paragraph 6 of this pamphlet.

(2) If an on-post private organization is registered in accordance with reference e, then the on-post private organization can request authority to fund-raise in accordance with the restrictions in references c and e.

(3) If a group creates an Informal Fund (such as Family Readiness Groups (FRG) Informal Funds or the Mayor's Program Informal Funds), then the Informal Fund may request authority to fund-raise in accordance with restrictions in references a, b, c, d, f, g and paragraph 6 of this pamphlet. Family Readiness Groups must provide a copy of their Informal Fund Standard Operating Procedures and Commander's letter appointing the Custodian (reference g, Appendix J-7, paragraphs b and c). All other Informal Funds must provide written verification that the informal fund was created IAW reference d, paragraph 4-21.

(4) Off-post, nonprofit charitable organizations may request authority to fund-raise in accordance with the restrictions in reference a, paragraphs 3-210 and 3-211.

b. No individual or any group to which this pamphlet applies may fund-raise on POM or OMC without first acquiring written approval from DMWR.

#### 5. PROCEDURES FOR FUND-RAISING EVENTS.

a. Requests to conduct fund-raising events on the POM or OMC will be forwarded in writing to the Directorate of Morale Welfare, and Recreation, Nonappropriated Fund (NAF) Resource Division (NRD), ATTN: IMSW-POM-MWN, Monterey, CA 93944 at least two weeks prior to the event. The request will state the type, location, date, and purpose of the fund-raising activity.

b. Upon approval, DMWR/NRD will issue an authorization letter and pre-numbered controlled form (NAF Form 61) to the activity representative. Individuals donating money for the product or service at the fund-raising event (except bake sales) will sign the controlled form and indicate the amount paid. At the end of the fund-raiser, the activity representative will add the column(s) and reconciled with the money received. For bake sales, specify the total amount sold on the NAF Form 61.

c. DMWR/NRD will coordinate with the person in charge of the area to be used for the fund-raiser, e.g. Post Exchange, Commissary, or the Stilwell Community Center on Ord Military Community, and will reserve the space on a first-come, first-served basis.

## 6. LIMITATIONS ON FUND-RAISING.

### a. Limitations on When and Where Fund-Raising May Occur.

(1) Fund-raising can not be conducted in the Federal workplace. (5 C.F.R. 950.102; JER 3-210; AR 600-29, para. 1-10). The Installation and Garrison Commanders have the authority to determine which areas on post are outside the Federal workplace (JER 3-300).

(2) Fund-raising can not be conducted on duty (AR 600-29, para.1-6).

(3) Unit funds may not fund-raise during CFC or AER campaign periods (AR 600-29, para. 1-6). Informal funds must limit the scope and frequency of their fund-raising activities during CFC and AER campaign periods (AR 600-20, para. 4-21; AR 600-29, para. 1-6).

### b. Limitations on Who may be solicited.

(1) Only persons who benefit from the unit or informal fund may be solicited. According to Department of Defense (DoD), this includes all persons regularly assigned or regularly working on POM or OMC.

(2) Outside sources can not be solicited (e.g., non-DoD personnel, local businesses, etc.).

(3) Contractors or other prohibited sources can not be solicited (5 C.F.R 2635.202 and 2635.808).

(4) Subordinates can not be solicited (AR 600-29, para 1-8a). Therefore, relatively junior Soldiers should generally be placed in charge of fund-raising events.

(5) Initial Entry Training (IET) service members in a status lower than Phase V+ can not be solicited (TRADOC CG Memo, dated 11 Mar 05).

### c. Other fund-raising limitations.

(1) Fund-raising can not be conducted in uniform.

(2) Personnel can not be coerced to contribute to or participate in a fund-raising event (AR 600-29, paras. 1-7 and 1-8).

(3) Personnel may not ask subordinates whether they have contributed or how much they have contributed.

(4) Personnel may not maintain lists of non-contributors.

(5) Granting of special favors, privileges, or entitlements (e.g., passes, the authority to wear civilian clothes, light duty, etc.) can not be used to induce personnel to contribute to or participate in a fund-raising event (AR 600-29, para. 1-8e).

(6) Government resources can not be used to support a fund-raising event (JER 2-301, 3-211, 3-300, and 3-305).

## 7. GUIDANCE ON SPECIAL TYPES OF FUND-RAISING ACTIVITIES.

a. Yard Sales. On post Mayor's yard sales may be held no more than once a quarter. Items sold at the yard sale must be used or hand-crafted merchandise. All vendors at the yard sale must show an ID Card or other proof indicating they are DoD civilian employees. Should members of DoD wish to sell new merchandise, they must request a vendor's permit from DMWR. Commercial vendors will not participate in on-post yard sales.

b. Bake Sales. All products offered for sale must be properly prepared and stored. Insure proper hygiene during baking, transport, and sale. Items with pastry fillings must be refrigerated. All products must be covered or wrapped.

c. Car Washes. Commanders authorizing car washes to raise funds for MWR unit funds or FRG funds must schedule with the DMWR/NRD to avoid conflicts. Use of a letter of authorization and NAF Form 61 is required.

## 8. PROHIBITED FUND-RAISING ACTIVITIES.

a. Organizations will not participate in any gambling activity to include pools, games for money or property, or the sale or purchase of numbered slips or tickets while on government owned, leased or controlled property. Raffles are considered gambling. Some exceptions are authorized, such as Bingo and Monte Carlo Night in IMWRF facilities (AR 215-1).

b. Door-to-door selling is a sales method where the agent proceeds randomly or selectively from household to household without a prior appointment or invitation. Door-to-door selling is strictly prohibited on the POM and OMC.

c. No one may conduct a fund-raising campaign or project on the POM or OMC for personal gain. One-time selling of a car, household item or residence is not considered a fundraising event.

d. All proceeds from unit fund-raising activities must be deposited in the MWR unit fund account. Units are not authorized to maintain "Slush Funds".

## 9. FUND MANAGEMENT.

a. MWR unit funds will be managed by MWR in accordance with references b and h.

b. Family Readiness Groups will manage their informal funds IAW reference d, paragraph 4-21 and reference g, Appendix J.

c. All other Informal unit funds will be managed in accordance with reference d, paragraph 4-21.

The proponent agency for this pamphlet is the Directorate of Morale, Welfare, and Recreation. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Garrison Commander, USAG POM, ATTN: IMSW-POM-MWN, Monterey, California 93944-5006.

OFFICIAL:  
PAMELA L. MARTIS  
COL, MP  
Commanding

WINNIE CHAMBLISS  
Director, Information Management

DISTRIBUTION: G