

FILL OUT COMPLETELY

TODAY'S DATE: _____

REQUESTED BY: _____
(NAME OF SOLDIER, FAMILY READINESS GROUP)

*DATE/DATES OF FUNDRAISER: _____

**TYPE OF FUNDRAISER: _____
(EX: BAKE SALE/AUCTION/CAR WASH, ETC)

***FUNDRAISER (F/R) LOCATION: _____
(EX: PX/POV CARWASH/COMMISSARY, ETC)

PURPOSE OF FUNDRAISER: _____

FS _____ HAAF _____ (CK ONE) FUNDRAISER HOURS FROM _____ 'TIL _____

I, The Commander or Acting Commander of this FRG, has verified that the FRGs' annual fund raising total is **UNDER** the allowed limit of **\$10,000.00**. CDR'S Signature

I have **consulted with an ethics advisor** (e.g. the Brigade Judge Advocate) for advisement.
CDR'S Signature

*If this is not accomplished, then fundraiser must go through the Fort Stewart /HAAF SJA Law Office for review. If paperwork isn't filled out properly, fundraiser request will not be forwarded for processing!

POINT OF CONTACT NAME FOR FUNDRAISER (PRINTED) _____

TELEPHONE NO: WORK _____ HOME _____ FAX _____

E-MAIL ADDRESS:

COMMANDER AUTHORIZING FUNDRAISER SIGNATURE

***NOTE:** FUNDRAISER REQUESTS MUST BE SUBMITTED NO LATER THAN **30 DAYS PRIOR** TO THE FUNDRAISER IN ORDER TO HAVE AN ADEQUATE AMOUNT OF TIME TO GO THROUGH THE LEGAL REVIEW PROCESS.

COMMANDER MAY APPROVE FUNDRAISERS HELD IN THE CO, BN, BDE, AND/OR MOTOR POOL AREA (COMMANDER'S ORGANIZATIONAL FOOTPRINT) PROVIDED THE FUNDRAISER HAS BEEN REVIEWED BY THEIR DA ETHICS ADVISOR. FUNDRAISERS HELD WITHIN THE COMMANDER'S ORGANIZATIONAL FOOTPRINT **IS NOT REQUIRED** TO COME THRU DFMWR OFFICE FOR APPROVAL. FUNRAISERS HELD OUTSIDE OF THE COMMANDER'S ORGANIZATIONAL FOOTPRINT MUST COME THRU DFMWR FOR APPROVAL.

Return this request by email to Financial Management (FM) Group Mailbox:
usarmy.stewart.usag.mbx.dmw-r-finance-management@army.mil

Return this request by hand delivery to DFMWR, Bldg 443, Suite 163, Ft. Stewart or mail to DFMWR, PO Box 3597, Fort Stewart, GA 31315 or Fax to (912) 767-3361.

Questions or Concerns? - We are happy to assist you!

For all questions or concerns regarding fundraising on FS/HAAF please email
usarmy.stewart.usag.mbx.dmw-r-finance-management@army.mil