

**FILL OUT COMPLETELY**

TODAY'S DATE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_  
(NAME OF FAMILY READINESS GROUP)

\*DATE/DATES OF FUNDRAISER: \_\_\_\_\_

\*\*TYPE OF FUNDRAISER: \_\_\_\_\_  
(EX: BAKE SALE/AUCTION/CAR WASH/RAFFLE, ETC)\*\*\*FUNDRAISER (F/R) LOCATION: \_\_\_\_\_  
(EXAMPLES: 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 (**Print & Sign**) \_\_\_\_\_

I have **consulted with an ethics advisor** (e.g. the Brigade Judge Advocate) for advisement. CDR'S Signature (**Print & Sign**) \_\_\_\_\_ \*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 14 **WORKING** DAYS PRIOR TO FUNCTION IN ORDER TO HAVE AN ADEQUATE AMOUNT OF TIME TO GO THROUGH THE LEGAL REVIEW PROCESS.

COMMANDER MAY APPROVE OTHER TYPES OF FUNDRAISERS HELD IN THE CO, BN, BDE, AND/OR MOTOR POOL AREA PROVIDED THE FUNDRAISER HAS BEEN REVIEWED BY THE DA ETHICS ADVISOR. THIS TYPE F/R **IS NOT REQUIRED** TO COME THRU THE DFMWR OFFICE. FUNDRAISERS HELD IN AREAS LISTED ON THE FUNDRAISER SITE INFORMATION SHEET, HOWEVER, MUST COME THRU DFMWR FOR APPROVAL.

Return this request to email: [usarmy.stewart.usag.mbx.dmw-r-finance-management@army.mil](mailto:usarmy.stewart.usag.mbx.dmw-r-finance-management@army.mil)

Or DFMWR, Bldg 443, Suite 163, Ft. Stewart or mail to: DFMWR, PO Box 3597, Fort Stewart, GA 31315 or Fax to (912) 767- 3361.