

Family Readiness Group
(FRG)
Fundraising Guide Book
and
Other FRG Useful Information

Fort Jackson, SC
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Fort Jackson FRG Fund Raising Guide

Headquarters
Fort Jackson Army Training Center
Fort Jackson, SC
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History. This publication is new to Fort Jackson and is intended as a guide in assisting Fort Jackson FRGs with fund raising activities.

Summary. This fund raising guide identifies the applicable Army regulations and Fort Jackson policies and procedures as they relate to FRG fund raising.

Proponent. The proponent for this guide is the Fort Jackson Army Training Center (ATC) G1 and Installation Family Readiness Support Assistant (FRSA).

Suggested Improvements. Users are invited to send comments and suggested improvements to the Fort Jackson ATC G1 and Installation FRSA.

Distribution. This publication is available in electronic media only and is intended for Fort Jackson FRG use only.

Fort Jackson FRG Fund Raising Guide

Table of Contents:

Chapter 1 Introduction, *page 1*

Mission Statement / Purpose, 1-1, page 5

References, 1-2, page 5

Funds that can be used by FRGs and their Definitions, 1-3, page 5

Funds that cannot be used for FRG activities, 1-4, page 9

Chapter 2 The FRG Informal Fund

Establishing an FRG Informal Fund, 2-1, page 9

The Fund Custodian/Treasurer, 2-2, page 9

The Fund SOP, 2-3, page 9

Fund Cap, 2-4, page 10

Gifts to FRG Informal Fund, 2-5, page 10

Establishing an FRG Informal Fund Bank Account, 2-6, page 10

Employee Identification Number, 2-7, page 10

Change of Ownership or Structure, 2-8, page 11

Appropriate Uses of FRG Funds, 2-9, page 12

Forbidden Uses of FRG Funds, 2-10, page 12

Fund Raising Training, 2-11, page 13

Inspections and Audits of FRG Informal Fund Accounts, 2-12 page 13

Chapter 3 Fort Jackson Fund Raising Events/Procedures

FRG Fund Raising Events, 3-1, page 14

FRG Informal Fund Raising off the Installation, 3-2, page 14

Specific fundraising guidance for Initial Entry Training (IET) units, 3-3, page 14

FRG Fund Raising and AAFES or FMWR, 3-4, page 15

Chapter 4 Fund Raising Ideas

Chapter 5 Frequently Asked Questions

Chapter 6 Sample Forms / Memorandums and Sample Informal Fund SOP

Family Readiness Group Creation/Registration Memo, 6-1, page 27

Commander's Appointment Memo for FRG positions, 6-2, page 28

Establishing a Bank Account Letter, 6-3, page 29

IRS Form SS-4, Application for Employer Identification Number (EIN), 6-4, page 30

Fort Jackson FRG Fund Raising Guide

Informal Fund Standard Operating Procedure (SOP), 6-5, page 31
Request to Hold Fund Raising Event to the Commander, 6-6, page 36
Request to Engage in Fundraising on Fort Jackson, 6-7, page 37
FRG Informal Funds Audit Evaluation, 6-8, page 38
Monthly FRG Informal Funds Audit Form, 6-9, page 39
FRG Purchase Request Form, 6-10, page 40
After Action Report, 6-11, page 41
Application for Permission from Preventive Medicine to Operate Temporary Food Establishment at Fort Jackson, 6-12, page 43
Checklist of Food Sanitation Items Required for Food Service Operations on Fort Jackson, 6-13, page 45
Temporary Food Service Permit, 6-14, page 46
Balance Sheet for Managing the FRG Informal Fund, 6-15, page 47
FRG Quarterly Financial Statement, 6-16, page 48
FRG Donations Record, 6-17, page 49
FRG Informal Funds Ledger, 6-18, page 50
FRG Receipts Register Ledger, 6-19, page 51
FRG Receipts Register Record, 6-20, page 52
FRG Inspection Checklists, 6-21, page 53

Fort Jackson FRG Fund Raising Guide

Chapter 1

Introduction. Starting a Family Readiness Group Informal Fund can be a large undertaking, especially when you do not know where to begin. This guide is designed for newly appointed leaders and those interested in starting or assuming the responsibility for the FRG Informal Fund within a unit.

1-1. Mission Statement / Purpose: The purpose of FRG funds are to support FRG activities within a unit. It is important to remember that informal FRG funds are not the only funds available to FRGs and that fundraising should never be the main objective of any FRG. Fundraising should only occur to raise money for specific FRG activities.

1-2. References:

- a. Army Regulation 600-29, Fundraising within the Department of the Army, dtd 1 Jun 2001
- b. Army Regulation 608-1, Army Community Service Center, dtd 19 Sep 2007
- c. Army Directive 2008-01, Increase in FRG Informal Fund Cap, dtd 7 Mar 2008
- d. DoD 5500.7-R, Joint Ethics Regulation, 1 Aug 1993, w/changes 1 thru 6
- e. US Army Family Readiness Support Assistant Resource Guide, edition 1 2007
- f. US Army FRG Leaders Handbook, edition 4 2010
- g. TRADOC Memo, Fund Raising in Initial Entry Training Units (IET), dtd 20 Mar 2009
- h. TRADOC Family Readiness Group Handbook (2010)
- i. Fort Jackson Policy Memo 4-14, Family Readiness Group Informal Funds, dtd 31 Jul 2009

1-3. Funds that can be used by FRGs and their Definitions

Appropriated (APF) Funds (as related to FRGs)

Army Family Programs receive appropriated funds to support various Army Family activities that are prioritized in the annual funding guidance. These funds are appropriated by Congress and are taxpayer dollars. APFs can be used to support statutory FRG volunteers and activities, depending on command approval and funding availability.

Commanders, with FRG leader input, should develop a mission and goals for the FRG. The commander should review the appropriated fund support provided to the FRG the previous fiscal year (1 October – 30 September) and then develop a plan for the upcoming year. The commander and FRG leader should review and modify the plan, if necessary, to fit within the unit's available mission funds and FRG goals. See Figure 1 for specific guidelines on what APF funds may be used for and Figure 2 for process of developing budget and requesting funds.

Non Appropriated Funds (as related to FRGs)

Non appropriated funds are generated by DOD military and civilian personnel and their dependents and used to augment funds appropriated by the Congress to provide a comprehensive, morale-building welfare, religious, educational, and recreational program, designed to improve the well-being of military and civilian personnel and their dependents. For FRG purposes, they may only be used for child care, registered volunteers' expenses and for

Fort Jackson FRG Fund Raising Guide

volunteer recognition awards, banquets, and mementos if approved by Garrison. See Figure 1 for specific guidelines.

FRG Informal Funds

Commanders may authorize FRGs to maintain informal funds in accordance with AR 600-20, Army Command Policy. Informal funds are considered private funds and are limited to expenses consistent with the purpose and function of the fund. FRGs are not required to have informal funds or to fund raise, but must maintain an informal fund account if they choose to fundraise. Operation of the fund will be consistent with Army Values, the Joint Ethics Regulation and Command Policy. Informal fund accounts may not exceed \$10,000 annual gross receipts (income) nor may the balance of these accounts exceed \$10,000 at any given time. This guidebook provides additional information in how these funds are created and maintained. Figure 1 lists appropriate FRG activities that may be supported by informal funds.

FRG Supplemental Mission Funds

Supplemental mission funds are non appropriated funds generated from unique and specific situations. FRG supplemental Mission funds are generated entirely by unsolicited donations or gifts made to the Army and intended for FRG or military Family support. They are not MWR NAFs or informal funds and provisions regarding informal funds do not necessarily apply to FRG Supplemental Mission Funds. Commanders may use these funds for any purpose the commander determines, which clearly supplements the established mission of the FRG. This is as long as appropriated funds are not authorized (with the exception of reimbursement of statutory volunteer incidental expenses when appropriated funds are not available). See Table 1 for guidelines on appropriate uses of FRG Supplemental Mission Funds. Further information on regulations regarding acceptance of gifts and donations and the management of these funds is provided in this guidebook.

Family Readiness Group Funds

I. APF Funding

- Official Mail
 - FRG Newsletters
 - Use of government facilities and equipment
 - Use of government owned or leased vehicles
 - Travel- Training; Expenses for FRG Volunteers
 - Reimbursement of Incidental Expenses for FRG Volunteers
 - Child Care for FRG Volunteers
 - Awards
 - Pre-deployment/Post Deployment Briefs
-

II. FRG Informal Funds

- FRG Social Activities
 - FRG Parties and FRG Outings
 - Volunteer Mementos or gifts
 - Welcome Home Activities (Expenses may be shared with other FRG's; please see policy memo)
 - Food
 - Recognition ceremonies/banquets
 - Baby Gifts (cards, blankets, certificates, pins, etc)
 - Memorial Items (cards, flowers, etc.)
-

III. Supplemental Mission Funds

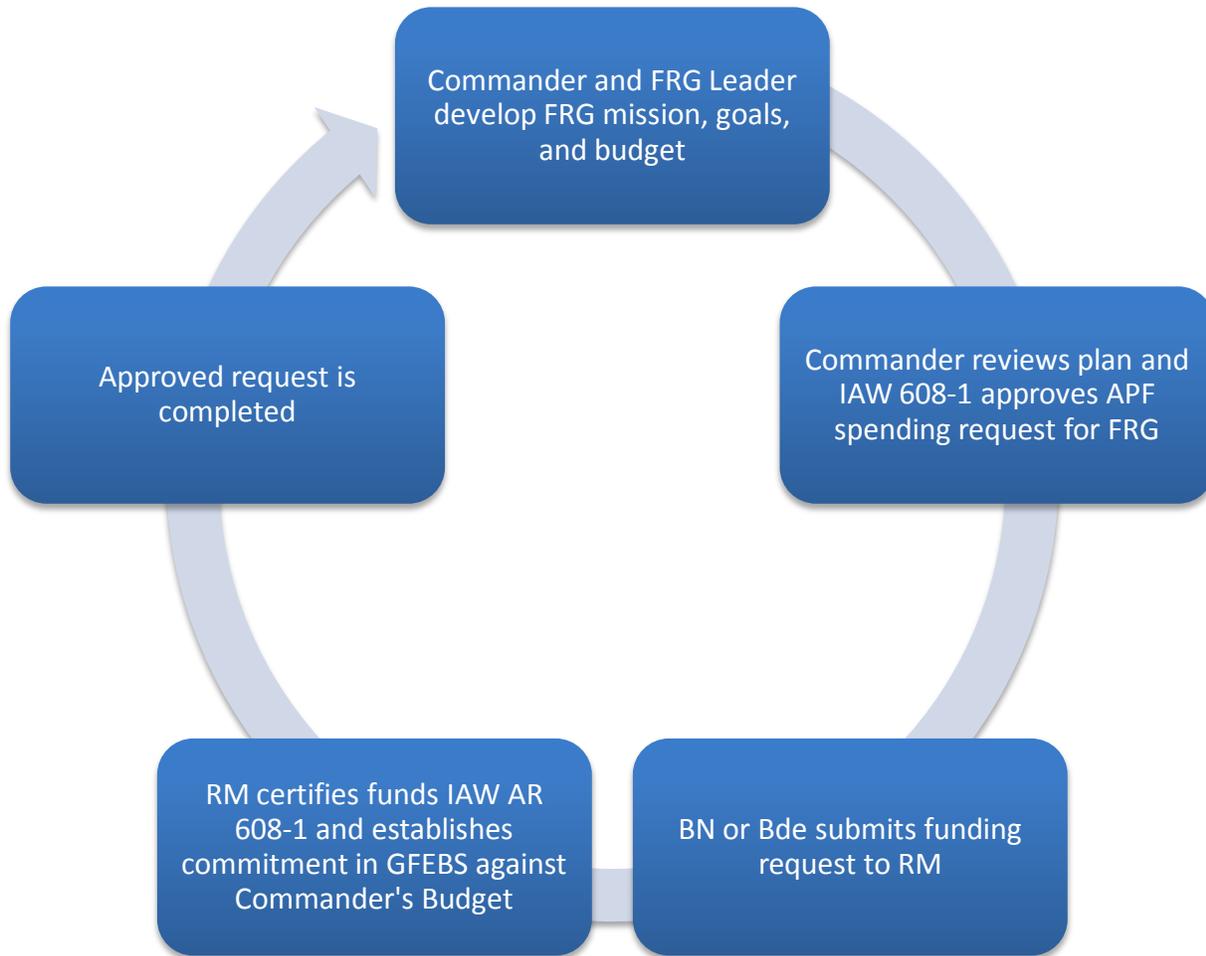
- FRG Social Activities
 - FRG Parties, FRG Outings, and FRG Holiday Parties
 - Volunteer Mementos or gifts
 - Welcome Home Activities
 - Reimbursement of statutory volunteer expenses if APFs are not available
 - Food
-

IV. NAF Funds

- Registered FRG Volunteer Expenses
- Annual Volunteer Recognition Awards (Garrison approval required)
- Awards, Banquets, and Mementos (Garrison approval required)

Figure 1

FRG APF Funding Requests



RM – Resource Management

GFEBS – General Fund Enterprise Business System

AR 608-1- Appendix J, Army Family Readiness Group Operations

Figure 2

Fort Jackson FRG Fund Raising Guide

1-4. Funds that cannot be used, under any conditions, for FRG activities:

Unit Funds (NAF) - Funds provided by MWR for Soldier activities or events attended primarily by Soldiers.

Unit Funds (Informal) - Private unit funds used for specific unit activities such as formals, dining outs, etc. These are separate from FRG Informal funds and are not managed by FRG volunteers.

Cup and Flower Funds - Funds that are established to pay for farewell gifts, mementos, coffee, or other appropriate items. These funds are generated by donations from members of the unit and are strictly voluntary.

Chapter 2

The FRG Informal Fund

2-1. Establishing an FRG informal fund. All fundraising on Army installations is strictly controlled. Fundraising solicitations conducted by organizations composed of civilian employees or members of the Uniformed Services (which would include FRGs) among their own members for organizational support or for the benefit of specific member welfare funds are permitted. In order to raise money, these organizations must first establish an informal fund. Operation of the fund will be consistent with Army values, AR 608-1, Army Community Service Center, App. J, DOD 5500.7-R, The Joint Ethics Regulation, AR 600-29, Fund-raising within the Department of the Army, and other pertinent regulations. One FRG informal fund per unit may be established at battalion level or higher. All key FRG leaders as defined by the commander will be properly documented and complete Army Community Service (ACS) FRG Leader Training (8 hours) or will have completed comparable training on-line or at another installation. ACS will maintain a roster of all FRG personnel trained on Fort Jackson.

2-2. The Fund Custodian/Treasurer. If the unit commander (battalion level or higher) authorizes FRG fundraising, he/she will designate a fund custodian/treasurer and alternate by memorandum (see 6-2). It is recommended that the commander appoint an active duty Soldier to one of these positions and an FRG volunteer to the other position. Note that the custodian/alternate may not be a commander, deployable Soldier, Family Readiness Support Assistant (FRSA) or the FRG leader. FRSAs are prohibited from engaging in fundraising events or handling money in the FRG informal fund. The custodian is responsible for informal fund custody, accounting and documentation. The custodian may open a non-interest bearing bank account in the fund's name with the commander's authorization. He or she is personally liable for any loss or misuse of funds. The fund custodian/treasurer must complete FRG treasurer training and Fort Jackson Family Readiness Operations Training (2 hours).

2-3. The Fund SOP. The FRG leader will prepare the fund SOP (see 6-5). The SOP establishes the fund's purpose. It should describe the members' intent for how and why funds

Fort Jackson FRG Fund Raising Guide

will be raised and to what purpose those funds will be put. It must be approved by the unit (battalion or higher) commander and a majority of the FRG members, and must include:

(a) The fund's name;

(b) A description of the purposes and functions of the fund and a summary of its routine activities; and

(c) This statement: "This FRG informal fund is for the benefit of the FRG members only and is established exclusively for charitable purposes and to provide support for Soldiers and Family members as the Soldiers and Families adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government."

2-4. Fund cap. FRGs are not established as vehicles to raise funds, solicit donations, manage large sums of money, or to operate as businesses. IAW reference 1-2c. above, cap on FRG informal funds is currently \$10,000.00 gross receipts per calendar year. This means that all sources are counted towards the \$10,000.00 cap, including funds raised, funds carried over, and gifts to the fund. Unit commanders may establish a lower fund cap.

2-5. Gifts to FRG Informal Funds. IAW AR 608-1, Appendix J, Unit commanders may accept unsolicited gifts of a value of \$1,000.00 or less after referral to the Installation Gift Coordinator (Financial Management Division, FMWR) and legal review by the unit ethics counselor (Office of the Staff Judge Advocate, Administrative Law Division). Gifts of greater than \$1,000.00 value may not be accepted by individual FRG informal funds, and should be referred to the Installation Gift Coordinator. A determination will be made whether the gift may be accepted into a supplemental mission fund for distribution to eligible FRGs.

2-6. Establishing an FRG Informal Fund Bank Account. Under the commander's guidance, and with the knowledge and guidance from the appointed FRG leader, the fund custodian/treasurer shall establish a noninterest bearing bank account for FRG informal funds. See 6-3 for a sample memorandum of how to establish a bank account and/or adding new signers on an existing account.

2-7. Employer Identification Numbers (EIN).

a. What is an EIN and why does my FRG need one? An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Your tax ID number is used to identify your business to several federal agencies responsible for the regulation of business. An FRG needs an EIN to establish a bank account. You may apply for an EIN in various ways, and now you may apply online. This is a free service offered by the Internal Revenue Service.

b. Why does my FRG need an EIN? Any business offering products or services that are taxed in any way must obtain a federal tax ID number. If your state taxes personal services, or

Fort Jackson FRG Fund Raising Guide

if you are required to collect sales taxes on your sales, you need a federal tax ID number. All the government forms you will be required to file for your business will require either a Social Security number or a tax ID number. It's safe to say that any business that has employees and/or pays any kind of taxes will need a federal tax ID. Information above was obtained on the following website: <http://usgovinfo.about.com/od/moneymatters/a/needtaxid.htm>

c. How do I apply for an EIN?

- **Apply Online**

The Internet EIN application is the preferred method for customers to apply for and obtain an EIN. Once the application is completed, the information is validated during the online session, and an EIN is issued immediately. The online application process is available for all entities whose principal business, office or agency, or legal residence (in the case of an individual), is located in the United States or U.S. Territories. The principal officer, general partner, grantor, owner, trustor etc. must have a valid Taxpayer Identification Number (Social Security Number, Employer Identification Number, or Individual Taxpayer Identification Number) in order to use the online application.

- **Apply By EIN Toll-Free Telephone Service**

Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line at (800) 829-4933. The hours of operation are 7:00 a.m. – 10:00 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone. Note: International applicants must call (215) 516-6999 (Not a toll-free number).

- **Apply By FAX** (see 6-4)

Taxpayers can FAX the completed Form SS-4 (PDF) application to their state FAX number (see Where to File – Business Forms and Filing Addresses), after ensuring that the Form SS-4 contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type. If the taxpayer's fax number is provided, a fax will be sent back with the EIN within four (4) business days.

- **Apply By Mail** (see 6-4)

The processing timeframe for an EIN application received by mail is four weeks. Ensure that the Form SS-4 (PDF) contains all of the required information. If it is determined that the entity needs a new EIN, one will be assigned using the appropriate procedures for the entity type and mailed to the taxpayer.

2-8. Change of Ownership or Structure

Fort Jackson FRG Fund Raising Guide

Generally, businesses need a *new* EIN when their ownership or structure has changed. **For your FRG, this means after a change of command.** For more information, go to www.irs.gov. **WARNING:** Like individuals, businesses can also suffer identity theft. For this reason, an EIN should be protected. The number should only be provided when necessary. To verify this information, the business owner can request a business credit report.

2-9. Appropriate Uses of FRG Funds. Expenditures of FRG Funds must benefit the ENTIRE membership in some way. Appropriate uses include, but are not limited to the following:

- Special events (social activities) to foster Soldier and Family unity and morale
- FRG volunteer training
- Meeting refreshments
- Deployment and reunion activities
- Childcare expenses during FRG events
- Postage and operating supplies in support of the FRG
- FRG Parties
- FRG Holiday parties
- Volunteer mementos and/or gifts
- Baby gifts/cards
- Memorial cards/flowers
- Welcome home activities
- Any authorized expense approved in advance and in accordance with the spending plan

Please note that the expenditures must benefit the ENTIRE membership. However, this does not mean that every member should receive the same benefit as the next. Since FRG members have different circumstances, such as married vs. single, children vs. no children, new vs. experienced, etc., expenditure for these groups will be different. The ENTIRE FRG benefits, though, due to the positive impact on morale within the ENTIRE unit. FRG Leaders should be careful; however, to include as many members in any given event as possible.

2-10. Forbidden Uses of FRG Funds. Mission-related activities of the FRG are primarily funded with appropriated funds. Money raised by an FRG informal fund is an auxiliary source of funding for worthwhile activities that cannot be funded with appropriated funds. Funds must be used for the benefit of the entire group. This means that the FRG may not use FRG raised funds for the benefit of individuals within the unit or small groups within the unit, nor may it use FRG raised funds primarily for the benefit of individuals or causes outside the group. FRGs may not use their funds to make loans or monetary gifts to individual unit members, nor make donations from FRG funds to other causes, such as charities. FRG activities may, however, incidentally benefit other members of the community, such as FRG events where other

Fort Jackson FRG Fund Raising Guide

members of the community are invited to participate. Under no circumstances are FRG funds to be used on the following:

- Unit Colors
- Dining Ins
- Dining Outs
- Formals
- Hail & Farewells
- Hail and Farewell Service Member Gifts
- Cup-n-Flower Gifts
- Retirements Gifts

When in doubt, always check with SJA (Staff Judge Advocate) and Ethics Advisor to be sure your use of FRG funds is legal.

2-11. Fund Raising Training. The command or executive officer, FRG Leader and FRG Fund Custodian/Treasurer must complete the Fort Jackson Family Readiness Operations training co-sponsored by ACS and the Staff Judge Advocate (SJA). ACS will maintain a roster of individuals completing this training which will serve as a consolidated list of FRGs authorized to conduct informal fundraising on Fort Jackson. Additionally, before you fundraise, your Fund Custodian/Treasurer must take and receive certificates in the treasurer training course. This course is offered quarterly, or as needed, through ACS, Family Readiness Program Manager. Upon completion, you will receive a fundraising guide, as well as a certificate to keep on file, which is an inspectable item for the commander's FRG. Additionally, should your FRG intend to sell food items other than a bake sale, the Food Handlers Course is required. The Food Handlers Course is necessary for all temperature regulated foods that your FRG will be preparing, handling and/or selling. To sign up for this course, contact the Fort Jackson Environmental Health section of the Preventive Medicine office at (803) 751-1593 which is located in Bldg 4556 Scales Avenue. All volunteers that will handle food will need the course. The course training and approval consist of two parts:

- a. Training/Testing-certificate of completion
- b. Application and Inspection of required items (see 6-12, 6-13, and 6-14)

2-12. Inspections and Audits of the FRG Informal Fund Accounts

The commander is responsible for inspections and audits of the FRG Informal Fund. The fund custodian/treasurer will report monthly (see 6-9) or as directed by the commander, fund expenditures and fund raising income. The fund custodian/treasurer will prepare and the Battalion Commander will provide an annual report (see 6-8) to the first O-6 commander or designee in the unit's chain of command no later than 30 January of each year, with copies furnished to the Director, Army Community Service, and Chief, Administrative Law, Office of the Staff Judge Advocate. Also, as a result of a change in command and/or a change in fund

Fort Jackson FRG Fund Raising Guide

custodian/treasurer, an audit of the FRG fund (see 6-8) requires an audit and report to this first O6 commander or designee in the chain of command. Commanders should as a minimum conduct an inspection of their FRG programs annually. See 6-21 for examples of an inspection checklist.

Chapter 3

Fort Jackson Fund Raising Events/Procedures.

3-1. FRG Fund Raising Events.

After an informal fund is properly established and in place, the FRG may request approval for fundraising events. Fundraising events in the unit area may be approved by the respective brigade-level commander. Fundraising event requests must be in writing (see 6-6) and be coordinated with the unit trial counsel. Fundraising requests outside of the unit must be in writing (see 6-7), coordinated with the unit ethics counselor, approved by the brigade-level commander, and have the permission of the activity controlling the site of the fundraising (e.g., AAFES if event is at the Exchange). Fundraising requests outside the unit area, or otherwise primarily soliciting persons not included in the FRG, must also contain a statement explaining why the fundraising will benefit the population from whom funds are being raised. Example: if a fundraising event will be held at the Exchange, the request should explain why the fundraising will be of benefit to the Fort Jackson community as a whole. Note that FRG activities such as bake sales at the commissary, PX area, or other public locations, would generally not violate TRADOC Regulation 350-6, because the activities are aimed at a wide range of patrons, and not solely at IET Soldiers. Certain fundraising practices sometimes common in the community may not be used by FRGs (or other informal funds on FJ). These include soliciting off the installation (not authorized in AR 608-1), or from persons or organizations doing business on the installation, such as vendors, suppliers, and service contractors. Raffles and other gambling devices may not be used for fundraising on FJ. Also, consignment type sales (meaning an agreement with a vendor to sell their goods for a percentage of the profit) are also generally not permitted and you must contact the Fort Jackson legal office if considering these type of sales.

3-2. FRG Informal Fund Raising off the Installation. FRGs may not fundraise off of Fort Jackson and may not solicit funds (donations, gifts) from an individual or organization on behalf of the unit or FRG. FRG can “fundraise from its own community members or dependents and from all persons benefiting from the Army organization.” All fundraisers must be approved by the Commander and by the local Staff Judge Advocate.

3-3. Specific fundraising guidance for Initial Entry Training (IET) units and fundraising occurring in IET units or by IET unit personnel.

a. No cadre member may sell any product, service, or opportunity to IET Soldiers or their families. Consistent with Army regulations and local garrison commander rules and policies on fund-raising, IET unit family readiness group (FRG) may raise funds at IET graduations, including a “family activity day” that may occur the day before graduation.

Fort Jackson FRG Fund Raising Guide

b. No IET Soldiers will be directed to participate in or make purchases at any authorized fund-raising activities conducted in the brigade, battalion, company, or training area.

c. No fund-raising activities that directly involve IET Soldiers, as primary or sole customers, may be conducted during the training cycle by IET units, informal funds, FRGs, or private organizations associated with IET units. FRG activities such as bake sales at the commissary, PX area, or other public locations would not violate this provision because the activities are aimed at a wide range of patrons and not solely IET Soldiers.

d. IET Soldiers cannot be the sole or primary customers of special morale, welfare, and recreation (MWR) events (for example, summer concert series). This does not prohibit the patronage of traditional installation recreation services such as the bowling alley, outdoor recreation, and the movie theater. This means that if all other requirements are met, FRGs may hold fundraisers at graduation events, and sales may be made to Soldiers as well as to visiting Family members. However, no cadre Soldier may make an actual sale to IET Soldiers or their Family members (although cadre may support the FRG fundraiser in other ways). FRG members or other supporters must make the sales. Unit FRGs are limited to one fundraising activity during graduation events. FRGs may conduct other fundraising events not directed at IET Soldiers throughout the year. FRG fundraisers in the unit area (other than at graduation) may not sell to IET Soldiers, regardless of whether the actual sales are made by cadre or Family members.

3-4. FRG Fund Raising and AAFES or FMWR. FRG fundraising must not compete with AAFES or FMWR, and fundraisers selling merchandise or services which are of the same type as those provided by AAFES or FMWR must be coordinated well in advance of the planned fundraising event. By regulation, AAFES and FMWR are the exclusive sources of various goods and services on any Army installation. Fundraisers that compete with AAFES or FMWR exclusive rights must have the permission of those activities in advance of the fundraising event. Advance coordination is particularly important where the FRG may be obtaining special-order, custom, perishable, or other goods which cannot be returned in the event that AAFES and FMWR objects to their sale.

Chapter 4

Fund Raising Ideas (not all inclusive but ideas that have been successful and approved)

- Christmas gift wrapping at the PX
- Luncheons in Unit area
 - Tacos
 - Themed event – Mexican, Italian, etc.
 - Breakfast burritos (done in morning after P.T., returning to work)
- Piggyback Case Lot Sales at Commissary with Hotdog sale
- Car Wash

Fort Jackson FRG Fund Raising Guide

- Unit T-shirts
- Bake sale
- Piggyback MWR events
- Gift baskets
- Custom afghans, pillows, totes, etc...
- Unit/Installation Cookbooks
- Art Sale
 - Have unit children produce great art and have a show. Parents and friends buy back their budding artists' masterpieces.
 - Or have Art Contests with unit children drawing a picture for a particular theme, and auction off the winning design(s).
- Rose Sale – Valentine’s Day
- Auction (Silent or Live)
 - Ask for contributions of unique items (see list below). Display the items (or their description) prior to the event. Hold the auction at the FRG meeting. Ask for items such as:
 - homemade toys or art
 - hand-knitted sweater
 - a ride on someone's sailboat
 - a prime parking space at work
 - a picnic lunch prepared by your team members
 - childcare for a “couples night out”
 - other items such as collectibles or sports memorabilia that are donated by FRG members

Chapter 5 Frequently Asked Questions

Q. I was told our FRG could only hold fundraisers at our own motor pool? Is this correct?

A. Not necessarily. The JER authorizes official fundraising by organizations composed primarily of Department of Defense or Department of the Army employees and their dependents when fundraising among their own members or dependants for the benefit of their own welfare funds. The Army Office of General Counsel (Ethics and Fiscal Law) and the Army Standards of Conduct Office have interpreted this to mean that an Army organization -including but not limited to units, installations, and Family Readiness Groups - may officially fundraise from its own community members or dependants and from all persons benefiting from the Army organization. For example, an installation may benefit from the Brigade or Unit FRG, thus permitting a Brigade or Unit FRG to fundraise throughout the installation. Fundraising must be (1) for the FRG informal fund, as opposed to a private charity; and (2) approved by the unit commander and coordinated with the commander with cognizance over the location of fundraising, if different from the organization area. Commanders shall consult with their SJA or Ethics Counselor and avoid all conflicts with other authorized fundraising activities.

Fort Jackson FRG Fund Raising Guide

Q. I am the FRG Leader for an Army Reserve unit. Our Reserve unit trains at a public building not located on an Army installation. Can we hold a fundraiser in front of the building?

A. No. Since the unit is located in a public building that is shared with non-Army businesses, the FRG may only fundraise among its own members in its own spaces.

Q. Can my FRG accept a donation and deposit it into our informal funds checking account?

A. The Commander may accept unconditional donations of \$1000 or less into the FRG's Informal Fund from an individual, business or private organization, after gaining approval from the unit commander and unit or garrison ethics counselor, IAW AR 608-1. The FRG informal fund account may not exceed \$10,000 income per year, nor shall it exceed \$10,000 balance at any time. Donations count towards these maximums. FRGs may not accept donations that exceed \$1000. The Garrison Commander may accept donations, including those that exceed \$1000 for the FRG Supplemental Mission Fund. The ethics counselor should be consulted before any donations are accepted.

Q. My FRG would like to give going away gifts to our deploying Soldiers, such as books, magazines, calling card and gift certificates. We also want to send "care packets" to the Soldiers during the deployment. Should we use the FRG's informal funds for the gifts and care packets, or the unit's informal funds?

A. You have an option – the FRG Informal Funds or the unit's Informal Funds. The FRG Informal Funds may be used if the membership agrees and Soldier care packages are included in the Informal Fund SOP. Since this activity only benefits the unit members and not the FRG family members, the FRG may consider asking the commander if unit Informal Funds may be used.

Q. Our FRG has many social activities. Why not include "socializing" with the FRG mission activity, so that we can use the commander's government credit card to pay for FRG parties and outings?

A. FRG's are established as official Army entities to provide activities and support that enhance the flow of information, increase the resiliency of unit Soldiers and their families, provide practical tools for adjusting to military deployments and separations, and enhance the well-being and esprit de corps within the unit. FRG mission activities which are funded with APFs, must abide by all laws and regulations governing the use of those monies. APFs shall not be used for social activities or to purchase food or beverages.

Fort Jackson FRG Fund Raising Guide

Q. Unit Commander would like to send the FRG leader, who is a statutory volunteer, to family support training. What funds are authorized?

A. The unit commander uses APFs to pay for this expenditure. Statutory volunteers may be sent on Invitational Travel Orders to training, as provided in AR 608-1, 10 U.S.C. §1588, and the Joint Travel Regulation, Appendix E, Part I, paragraph A, and the Secretary Army Travel Policy. If the FRG leader is the unit Commander's family member, the unit Commander must send the request to authorize travel to the next higher level officer in the Commander's chain of command, to avoid potential violation of the JER, conflict of interest provisions.

Q. Unit Commander stationed at Garrison "X" receives an offer from a local business, to make a \$20,000 donation to support "local Army families". May the Unit Commander accept the donation?

A. The unit Commander should inform the Garrison "X" Commander of the donation offer. The Garrison Commander may accept this donation meant for family support, into the Garrison FRG supplemental mission fund, as provided at AR 215-1, paragraph 7-39 and AR 608-1. The donations become nonappropriated funds (NAFs), and are accounted for using department code/sub-account, SA J9, so that FRG intended gifts/donations are accounted for separately from other supplemental mission uses. The Garrison Commander should request the garrison Judge Advocate's office review the gift offer prior to acceptance.

Q. Are the rules for the use of Morale, Welfare and Recreation (MWR) NAFs the same as for supplemental mission NAFs?

A. No. Supplemental mission NAFs are used for a different program and purpose than MWR NAFs. Therefore, the rules for the disbursement and use of SM NAFs are different for MWR NAFs.

Q. What use is authorized for FRG supplemental mission NAFs intended for FRG use?

A. FRG supplemental mission funds intended for family support or FRG use are not Morale, Welfare and Recreation (MWR) NAFs. These supplemental mission NAFs are managed separately under a different account code, and the rules regarding their expenditure are different than the rules for the expenditure of MWR NAFs. FRG supplemental mission funds intended for FRG or family support may only be used to supplement the FRG mission activity. Commanders may use FRG supplemental mission donations intended for FRG use, for any purpose that the commander determines clearly supplements an established mission of the FRG. The use must be consistent with this regulation. The first priority in using these supplemental mission funds should be to encourage maximum attendance and participation at FRG meetings, such as by providing food and refreshments. Using FRG supplemental mission

Fort Jackson FRG Fund Raising Guide

donations to support a unit ball is an example of an unauthorized expenditure because it fails to supplement an established mission of the FRG. Commanders may not authorize the use of FRG supplemental mission funds for any purpose that cannot withstand the test of public scrutiny or which could be deemed a misuse or waste of funds. Using FRG supplemental mission funds to fund a lavish cruise to promote "cohesion" among FRG members is an example of an excessive and inappropriate use of supplemental mission NAFs.

Q. Do supplemental mission donations given to an FRG count as income to the FRG Informal Fund?

A. No, these are two entirely separate pots of monies. FRG supplemental mission funds belong to the Army's Nonappropriated Fund Instrumentality. Informal "cup and flower" funds belong to the informal fund's members. Therefore, Supplemental mission funds have no impact on the FRG informal fund income cap.

Q. Several FRGs which receive support from the Garrison "X" ACS, have heard about a donation to the ACS supplemental mission account. The FRGs request permission to use the supplemental mission NAFs to provide transportation and tickets to a festival or amusement park. May they do so?

A. Possibly. Supplemental mission NAFs may be used for FRG social activities. To receive use of some of the donated funds, unit commanders must submit an approved purchase request which includes a brief description of the item(s) requested, total funds required, dates the items are needed, and vendor or source of the items to be purchased to the DMWR for processing. Depending upon the amount, the unit will be given petty cash to make the purchase or DMWR will purchase the items using a NAF Government Purchase Card.

Q. Under what specific conditions is reimbursement granted for volunteers?

A. AR 608-1, para 5-10g covers the reimbursement criteria for volunteers and emphasizes the importance of volunteer registration through the Army Volunteer Corps Coordinator. This is provided the commander has approved the expenditure and funds are available. It is recommended the unit commander have an SOP which informs the volunteers what funds are available, and how to request reimbursement.

Q. How will the reimbursement of volunteer incidental expenses for child care costs be made, and to whom -- the volunteer or the provider?

A. We assume you are requesting information regarding the reimbursement of incidental expenses for statutory volunteers registered through ACS, IAW 10 U.S.C. 1588 and AR 608-1,

Fort Jackson FRG Fund Raising Guide

chapter 5. The unit commander must approve the expense in advance and should provide an SOP on the reimbursement procedures. The reimbursement depends upon the commander's approval and availability of funds. The money comes from the unit commander's appropriated mission funds.

Q. Informal funds "may be used for purely social activities", etc....Does that include helping to defray the cost for a unit formal?

A. Informal funds are private monies which belong to the informal funds' members. Planning and contributing funds to support a unit formal is not an FRG responsibility. Therefore, our guidance is not to use FRG informal funds monies for unit events. Unit formals are also not an MWR event for which non-appropriated funds are available, nor would commercial sponsorship be authorized. Formal balls are a private social event which should be funded by the attendees, or their private organizations should their members choose to do so.

Q. Is the \$10,000 cap for informal funds enforceable retroactively?

A. FRGs informal funds may not exceed an annual gross income cap of \$10,000 per calendar year. If your FRG informal funds exceed \$10,000, the FRG needs to not engage in any internal fundraising. The cap is established to prevent potential IRS tax issues. Note that money generated from fund raising activities and donations from private organizations or individuals counts as income for the \$10,000 annual income cap. Funds received from the FRG Supplemental Mission Program do not count as FRG income.

Q. If the FRG Informal Fund account has reached the limit of \$10,000, are they unable to make any additional deposits from fundraisers currently scheduled?

A. Commanders should not authorize FRG fundraisers when the FRG informal funds account has reached the recommended maximum. We advise commanders to cancel fundraisers for FRGs who are already at their maximum limit. FRGs are not established as a fundraising organization.

Q. Our battalion is having a holiday ball, in which the battalion pays for reserving the location, DJ, etc and the soldiers buy tickets for their dinner. Normally the FRG helps the battalion with this event by decorating (and purchasing the decorations for) the tables for the ball. Can we use our informal funds to purchase the decorations?

A. The Battalion should use their informal funds to purchase the decorations for their holiday ball. The Battalion holiday ball is not an FRG responsibility. FRG members' informal funds should only be used for the benefit of the FRG members, not the entire Battalion.

Fort Jackson FRG Fund Raising Guide

Q. How can I provide APF support to my FRG?

A. Commanders, with FRG leader input, should develop a budget plan. The commander should review the appropriated fund support provided to the FRG the previous fiscal year (1 October – 30 September) and then develop a plan for the upcoming year. The commander and FRG leader should review and modify the plan, if necessary, to fit within the unit's available mission funds. After the annual budget projections are received, the Commander should develop a Standard Operating Procedures (SOP) for the FRG which describes what type of APF support is available, the budget allocation, and the procedures for requesting support.

Q. How do FRGs get their money?

A. The FRG APF SOP should include a requirement that FRG leaders fill out purchase request forms and submit them to the Commander for approval. Commanders can use their government purchase card to purchase supplies, equipment, room rental, or any other approved item to support FRG mission activities. By using the government purchase card, the unit purchases the items, pays the bills and maintains a detailed record of APF support to FRGs. This is probably not new to most units. Most units have been providing APF support to their FRGs, such as computer access, paper for newsletters, official mail privileges, room rentals, and telephone access for long-distance calls. The primary change is that FRGs should now have an SOP and a known budget.

Q. How much money should the FRG receive?

A. FRG needs vary widely. Location, deployment, climate, composition of the FRG members, mission, the military member's component (Active, Guard, Reserve) will influence FRG budget needs.

Q. Our FRG has \$10,000 in its informal fund checking account. What do we do?

A. Follow the Commander's Guide to insure your informal fund procedures and paper work are in order. FRG informal funds are capped at \$10,000 annual income to avoid potential Internal Revenue Service Code tax issues. Your FRG should not hold any fund raisers until the informal funds balance is less than \$10,000.

Q. My FRG is unhappy with the prohibition against external fund raising and wants me to set up a private organization to do our FRG fundraising? As a commander, may I do this?

Fort Jackson FRG Fund Raising Guide

A. No. Commanders cannot organize private organizations (POs) or direct their activities, including how POs spend their money. Private organizations (POs) may be established by individuals, including FRG members if they so desire, to support shared goals and objectives. However, as stated in the G1 ALARACT message, "These POs may not receive preferential treatment and must be treated the same as all other similarly situated POs IAW the Joint Ethics Regulation (JER), and AR 210-22, Private Organizations on Department of the Army Installations. To prevent potential conflicts of interest, if such POs are established, its leaders must consist of different persons than the FRGs' leaders." FRG members and commanders should remember not to use government or FRG resources or government equipment for PO business.

You might also take into consideration that donations to the FRG Informal Fund cannot exceed \$1000 and that the donation counts as FRG income for the annual income cap. The FRG would benefit more from a local private organization donating to the Supplemental Mission Account intended for FRGs. The donations do not count as income to the FRG.

Q. My Battalion is planning a Holiday Party. Can the FRG conduct fundraising to support the Battalion Holiday Party?

A. Yes. FRGs can conduct internal fundraising following their commander's approval after consultation with their ethics counselor, IAW AR 600-29 and the JER, to support this family event.

Q. My Battalion announced at command and staff call that they will be holding the Battalion car wash at the Battalion parking lot for a Battalion FRG fundraiser. Our ethics counselor determined that this internal fundraiser complies with AR 600-29 and the Joint Ethics Regulation. Would the Army's Guide to FRG Operations change our ethics counselor's determination?

A. No. Local ethics counselors have always had the authority to determine what unit or garrison fundraisers are appropriate, IAW AR 600-29, and the Joint Ethics Regulation (JER). The Army's Guide to FRG Operations does not alter this.

Q. My FRG has planned a big car wash for next month in the local shopping mall's parking lot. Is the policy effective now or can I ignore it until after the car wash?

A. The policy is in effect now. An off post car wash conducted by the FRG is prohibited by the JER. The ALARACT message from G1 clarified the current status of FRGs as an official program of the Department of the Army. However, you should speak with your garrison or unit ethics counselor regarding possible garrison locations which could be appropriate for internal fundraising, IAW AR 600-29 and the JER.

Fort Jackson FRG Fund Raising Guide

Q. Who manages the FRG official funds?

A. The brigade, or equivalent, commander is ultimately responsible for the proper use and expenditure of mission funds. During deployments, the Rear Detachment Commander is the Commander's representative at the home station and has responsibility for mission funds. The FRG is nested within with the RDC during deployments; therefore, funding support during deployments would be authorized by the RDC. FRG mission activities are mission funded with APFs, just like all other unit administrative requirements. This includes the provision of office supplies, computer equipment, newsletter publication and mailings, volunteer travel and training, and other resources support for FRG mission activities. FRG leaders should familiarize themselves with the commander's SOPs for requesting resources support.

Q. My FRG has a bank account for its informal funds. Do we need to close the account and await funding from the chain of command?

A. No. Commanders may authorize FRGs to keep informal funds for activities which cannot be funded with government money. The informal funds are private monies belonging to the individual FRG members. FRG mission activities are funded by commanders using government money. The commander's mission funds (APFs) must be spent when supporting the official FRG mission, in accordance with fiscal and ethics law principles.

Q. Can the FRG's informal funds be used to buy food and drink for the FRG meetings?

A. Yes. The FRG's informal funds could be used to purchase refreshments for FRG meetings, as long as some of the funds had been earmarked for refreshments. Informal funds use is limited to expenses consistent with the purpose and function of the fund. Other examples of authorized uses of informal funds include social events such as FRG parties or outings. Any disbursements of the informal funds that are made should be for specific planned purposes and should be for the benefit of the FRG members as a whole.

Q. If my Brigade FRG is selling unit magnets as a fundraiser, and a non-member of the Brigade wishes to purchase a magnet, could we sell it to the non-member without violating the "internal" fundraising limitations?

A. Yes. FRGs who are given permission by their command, in consultation with their Judge Advocate's ethics counselor, to have an internal fundraiser should make every effort to abide by their commander's rules regarding that fundraiser.

Fort Jackson FRG Fund Raising Guide

Q. May the FRGs which fall under my Brigade hold a fundraiser to benefit our FRGs' informal funds?

A. Yes. It is possible that a Brigade could hold an internal fundraiser for its own members, to benefit its own members, consistent with AR 600-29 and the JER. It is essential that no fundraiser be held without the permission of the commander, in consultation with the Brigade's Judge Advocate ethics counselor.

Q. May the unit commander reimburse an FRG volunteer's child care expenses incurred while conducting FRG business?

A. Yes, statutory volunteers may be reimbursed for incidental expenses, to include child care costs. The Commander may reimburse child care expenses incurred while the volunteer was conducting FRG business, consistent with AR 608-1 and 10 U.S.C 1588.

Q. Our FRG is having a holiday party. We are using our informal funds. Can we also use NAFs?

No. You are correct to use FRG informal funds, assuming doing so is consistent with the FRG's informal fund SOP. However, since the FRG is not an MWR activity or NAFI, NAFs cannot be used to support this FRG event.

Q. My mother wants to donate \$100 to our FRG Informal Fund. Can we accept it?

Yes, as long as the FRG has not exceeded the \$10,000 annual income cap. The FRG can accept donations of \$1000 or less for its informal fund; however these donations count as income to the FRG.

Q. Can we use the FRG Supplemental Mission Funds to pay for childcare for FRG meetings?

A. No. FRG meetings are command sponsored events which are authorized to be funded with appropriated funds. The FRG Supplemental Mission Funds cannot be used to pay for something authorized to be paid with authorized funds. However, childcare for FRG social events can be paid for with FRG Supplemental Mission Activities since childcare for social events cannot be funded with appropriated funds.

Q. Is FRG Fundraising authorized during Combined Federal Campaign (CFC)?

Fort Jackson FRG Fund Raising Guide

A. While the CFC regulation prohibits other fundraising during the campaign period it is intended to cover fundraising that conflicts/competes with the CFC donors, for example Red Cross/USO fundraising. FRGs may conduct normal fundraising activities during the CFC period, such as fundraising during graduation events.

Q. Can unit FRGs other than BCTs FRGs conduct fundraising during Graduation events?

A. All FRGs may conduct authorized fundraising throughout the installation including at graduation events. Coordination with the graduating unit should be conducted.

Q. A local T-Shirt company has agreed to provide our unit with 500 unit specific T-Shirts that we plan on selling during the upcoming graduation. The T-Shirt Company has agreed that we can pay half now and pay the other half after our sale, Can we accept these and pay the vendor later?

A. No. FRGs can buy all of the T-Shirts and then resell them but cannot sell products that have not been paid for.

Q. Who are authorized targets of fundraising?

A. FRGs may officially fundraise from its own members or dependents and from all persons benefiting from the Army organization. (For example, an installation may benefit from the brigade or unit FRG, thus permitting a brigade or unit FRG to fundraise throughout the installation.) Fundraising must be for the organization's informal fund, as opposed to a private charity, a particular military member, or a similar cause, and be approved by the commander over the organization and coordinated with the commander with control over the location of fundraising if different from the organization area. Commanders will consult with the Office of the Staff Judge Advocate and avoid all conflicts with other authorized fundraising activities.

Q. Do FRGs qualify for sales tax exemption under South Carolina Law?

A.. Maybe. While FRG's generally meet the definition of a Nonprofit Organization under South Carolina law they are not one of the specified organizations in the statute. "To qualify for this exemption, organizations are required to complete and file Form ST-387, *Application for Sales Tax Exemption for Exempt Organizations*. Your organization is not exempt from the tax unless your application has been submitted to and approved by the Department of Revenue and you have received the exemption certificate. The application form is available on the Department of Revenue's home page on the Internet at <http://www.sctax.org>. Form ST-387 also is available from any Department of Revenue office or by calling 1-800-768-3676. If you call from a fax machine, the form can be immediately faxed. South Carolina Department of Revenue Publication # 4, *A General Guide to the South Carolina Sales Tax Exemption for Nonprofit*

Fort Jackson FRG Fund Raising Guide

Organizations provides further detailed information.” Additionally, if qualified the FRG will receive an exemption certificate that will confirm their sales tax exempt status. For additional information contact the Fort Jackson Staff Judge Advocates office.

Fort Jackson FRG Fund Raising Guide

Chapter 6 Forms and Sample Memorandums and Informal Fund SOP

6-1. Family Readiness Group Creation/Registration Memo

Letter Head

Unit Office Symbol

Date

MEMORANDUM FOR (Higher HQ Cdr)

SUBJECT: Family Readiness Group (FRG) Creation / Registration

1. Request registration of the (name and unit of the FRG). This FRG has my approval to exist and operate as a FRG on Fort Jackson.

2. The activities of the organization and its fund will be conducted IAW the provisions of AR 600-20, Chapter 5-10, The Total Army Family Action Plan; AR 608-1 Appendix J, Army Family Readiness Group Operations; and the Joint Ethics Regulation.

3. The purpose of the organization is to help family members meet the challenges of military life by providing a communication link for information and referral, by planning special events and programs, and generating small amounts of funds to support these activities.

4. The officers are:

a. Leader _____ Phone _____
Address _____
E-mail _____

b. Co-Leader _____ Phone _____
Address _____
E-mail _____

c. Secretary _____ Phone _____
Address _____
E-mail _____

d. Treasurer _____ Phone _____
Address _____
E-mail _____

5. Unit Point of Contact _____ Phone _____
E-mail _____

Copy furnished: Fort Jackson FRSA

Commanders Signature Block

Fort Jackson FRG Fund Raising Guide

6-2. Commander's Appointment Memo for FRG positions

Letter Head

Unit Office Symbol

Date

MEMORANDUM FOR

SUBJECT: Appointment of (*Name of Position*)

1. This is to confirm your appointment as (position) of (unit) Family Readiness Group for a period of one year (or whatever time period your FRG has agreed upon) beginning (date).
2. Your activities as (position) must be in accordance with AR 600-20, AR 608-1 Appendix J, and the Joint Ethics Regulation. Your Point of Contact on my staff is (name of individual, if a liaison is appointed).
3. Please accept my sincere thanks for volunteering for this position, a most important duty for our Family Readiness Group.

(Commander's Signature Block)

Copy furnished: Fort Jackson FRSA

Fort Jackson FRG Fund Raising Guide

6-3. Establishing a Bank Account Letter

Letterhead

Office Symbol

[Date]

Bank Name

ATTN: New Business Accounts

Bank Address

City, State, Zip

SUBJECT: Authorization to establish a noninterest bearing checking account for the _____ Family Readiness Group (FRG) Fund

Dear New Accounts Manager:

This letter is to authorize the following named individuals to open an ordinary business checking account:

In the name of _____ FRG Fund

Mailing Address: c/o _____, address, city, state, zip

The following individuals are authorized signatories:

Name	SSN	Title
_____	LAST 4-XXXX	FRG Treasurer
_____	LAST 4 -XXXX	Alternate Treasurer
_____	LAST 4-XXXX	FRG Leader
_____	LAST 4-XXXX	Special Events Chair

If there are any questions, please contact _____ at (555) 555-5555. Thank you for your assistance.

Sincerely,

Fort Jackson FRG Fund Raising Guide

Commander's Signature Block

6-4. IRS Form SS-4, Application for Employer Identification Number (EIN)

Form SS-4 (Rev. January 2009) Department of the Treasury Internal Revenue Service	Application for Employer Identification Number (For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.) ▶ See separate instructions for each line. ▶ Keep a copy for your records.	OMB No. 1545-0003 EIN	
Type or print clearly.	1 Legal name of entity (or individual) for whom the EIN is being requested		
	2 Trade name of business (if different from name on line 1)	3 Executor, administrator, trustee, "care of" name	
	4a Mailing address (room, apt., suite no. and street, or P.O. box)	5a Street address (if different) (Do not enter a P.O. box.)	
	4b City, state, and ZIP code (if foreign, see instructions)	5b City, state, and ZIP code (if foreign, see instructions)	
	6 County and state where principal business is located		
	7a Name of principal officer, general partner, grantor, owner, or trustee	7b SSN, ITIN, or EIN	
	8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No		8b If 8a is "Yes," enter the number of LLC members ▶
	8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	9a Type of entity (check only one box). Caution. If 8a is "Yes," see the instructions for the correct box to check.		
	<input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____ <input type="checkbox"/> Personal service corporation <input type="checkbox"/> Church or church-controlled organization <input type="checkbox"/> Other nonprofit organization (specify) ▶ _____ <input type="checkbox"/> Other (specify) ▶ _____		
<input type="checkbox"/> Estate (SSN of decedent) _____ <input type="checkbox"/> Plan administrator (TIN) _____ <input type="checkbox"/> Trust (TIN of grantor) _____ <input type="checkbox"/> National Guard <input type="checkbox"/> State/local government <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises Group Exemption Number (GEN) if any ▶ _____			
9b If a corporation, name the state or foreign country (if applicable) where incorporated	State _____ Foreign country _____		
10 Reason for applying (check only one box)			
<input type="checkbox"/> Started new business (specify type) ▶ _____ <input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Other (specify) ▶ _____			
<input type="checkbox"/> Banking purpose (specify purpose) ▶ _____ <input type="checkbox"/> Changed type of organization (specify new type) ▶ _____ <input type="checkbox"/> Purchased going business <input type="checkbox"/> Created a trust (specify type) ▶ _____ <input type="checkbox"/> Created a pension plan (specify type) ▶ _____			
11 Date business started or acquired (month, day, year). See instructions.	12 Closing month of accounting year		
13 Highest number of employees expected in the next 12 months (enter -0- if none). Agricultural _____ Household _____ Other _____	14 Do you expect your employment tax liability to be \$1,000 or less in a full calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you expect to pay \$4,000 or less in total wages in a full calendar year, you can mark "Yes.")		
15 First date wages or annuities were paid (month, day, year). Note. If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶			
16 Check one box that best describes the principal activity of your business.			
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-agent/broker <input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Other (specify) _____			
17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.			
18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," write previous EIN here ▶ _____			
Third Party Designee	Complete this section only if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.		
	Designee's name	Designee's telephone number (include area code) ()	
	Address and ZIP code	Designee's fax number (include area code) ()	
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.		Applicant's telephone number (include area code) ()	
Name and title (type or print clearly) ▶		Applicant's fax number (include area code) ()	
Signature ▶		Date ▶	

For Privacy Act and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 16055N Form **SS-4** (Rev. 1-2009)

Fort Jackson FRG Fund Raising Guide

6-5. Informal Fund Standard Operating Procedure (SOP)

Unit Office Symbol

Date

MEMORANDUM FOR (NAME OF UNIT) FAMILY READINESS GROUP

SUBJECT: Family Readiness Group (FRG) Informal Fund Standard Operating Procedures (SOP)

1. References:

- a. AR 600-20, Command Policy
- b. AR 608-1, Army Community Service
- c. AR 600-29, Fundraising within the Department of the Army
- d. DOD 5500.7-R, Joint Ethics Regulations

2. Purpose. Provide procedures for managing the FRG Informal Funds.

3. Summary. The FRG informal fund is for the benefit of the *(name of unit)* FRG members only and is established exclusively for charitable purposes and to provide support to Soldiers and family members as they adapt to Army life. It is not a business and is not being run to generate profits. It is not an instrumentality of the United States Government.

4. Scope. This SOP applies to the *(name of unit)* Family Readiness Group which is comprised of all Soldiers, civilians, volunteers and family members assigned to the unit.

5. Commander/Rear Detachment Commander Authorizations:

- a. I authorize the FRG to maintain one informal fund.
- b. I designate a fund custodian (treasurer) to be *Name of person*, and an alternate, to be *Name of person*.
- c. I authorize the opening of one FRG informal funds bank account and designate *Name of authorized person* and *Name of authorized person* to sign checks drawn on the account.
- d. I am *requiring/not requiring* the FRG informal fund to be bonded.

Fort Jackson FRG Fund Raising Guide

e. All fundraising requests must be presented to me, with a complete plan on why the funds are needed, and for what purpose. In no event will fundraising be authorized if the informal fund account has reached the annual income cap of \$10,000 or the account balance is \$10,000.

6. FRG Leader acknowledges: I acknowledge that the FRG informal fund SOP has been approved by the unit commander and a majority of the FRG members and signed by me, the fund custodian (treasurer), and the alternate fund custodian on *DATE*.

7. FRG Treasurer and Alternate acknowledge:

a. I will manage the FRG Informal Fund, and ensure that all deposits and expenditures are accurate, timely, and complies with all Army policies, including AR 608-1, and the Joint Ethics Regulations.

b. I understand that I may be personally liable for any loss or misuse of FRG informal funds.

c. I have established a non-interest bearing bank account under the FRG's name, as approved by the Commander. *(Or it was established on DATE, and has since been ratified by the Commander on DATE).*

d. I am responsible for preparing an informal fund report for the unit commander at the end of each month. The report will summarize the informal fund's financial status, to include current balance, total income, and an itemized list of expenditures along with an explanation showing how the expenditures are consistent with the purpose of the FRG informal fund as established in this SOP.

e. I will prepare an annual informal fund annual report for the unit commander and *Brigade commander (or first O6 in the unit's chain of command)*. The annual report will summarize the informal fund's financial status at the end of the calendar year, to include current balance, total income, and an itemized list of all expenditures made during the year, along with an explanation showing how the expenditures were consistent with the purpose of the FRG informal fund as established in this SOP. The annual report is due to the *(Brigade commander)* no later than 30 January of each year.

8. Procedures. The FRG formally agrees on the use of the FRG funds.

a. The FRG's informal fund purpose and function are to provide support and recognition to FRG members during the deployment cycle. The funds are to be used to provide meals and refreshments at FRG meetings, to fund FRG family social events, and family special events such as newcomer welcome gifts and baby showers. The use of FRG informal funds is to support the entire FRG family, and is not for Unit social events whereby the entire family is normally not included. *(Note: This is a sample only. The FRG members must develop the purpose and use of funds sentence.)*

b. All expenditures must be consistent with the provisions listed in this SOP, Army values, and AR 608-1, Appendix J.

Fort Jackson FRG Fund Raising Guide

- c. FRG informal funds may not be deposited or mixed with appropriated funds, unit MWR funds, unit informal funds (cup and flower funds), or any individual's personal funds.
- d. Estimated costs for future planned events will be earmarked within the ledger.
- e. The FRG has been provided this SOP annually on *DATE*, and has approved its contents by a majority vote.

9. Informal Fund Account Management.

a. Expenditures.

(1) The FRG volunteer officers are *NAME*, *NAME*, and *NAME*. (Identify every officer by name and the dates they started volunteering for the FRG).

(2) FRG officers (leader, co-leader, secretary, and treasurer/alternate) must approve all expenditures of FRG Funds in advance.

(3) The treasurer will pay all expenditures with a check, when possible. The Treasurer/alternate and one other FRG volunteer officer will sign all checks, (i.e., leader, co-leader, treasurer, secretary).

(4) A written receipt will be maintained for two years for all expenditures.

(5) The treasurer/alternate will list all checks and subtract them from the check register balance immediately after writing the check.

b. Deposits.

(1) The treasurer or alternate will deposit all income received within one business day of receipt.

(2) Deposit receipts will be maintained for two years.

(3) The treasurer will reconcile the checking account with the bank statement within three days of receipt. A second FRG volunteer officer, *NAME* and in the alternate, *NAME*, will also reconcile and initial the bank statement.

(4) Errors identified will be resolved immediately. The Treasurer will report any errors that he/she cannot resolve to the FRG Leader.

(5) The Treasurer will prepare a financial statement monthly for each FRG meeting and for the commander, or upon request, following the procedures listed in reference (a).

9. Fundraising Requests. Note: Unit Commanders should be able to document that they have established the FRG infrastructure as required IAW AR 608-1, Appendix J prior to authorizing their FRGs a fundraising event. Unit Commander certifies prior to approving FRG informal fundraising that:

Fort Jackson FRG Fund Raising Guide

- a. Volunteer support for the FRG is identified and volunteers have been registered IAW AR 608-1.
- b. Volunteer position descriptions are on file, volunteers are trained or subject to a training schedule.
- c. The FRG Budget SOP has been established for the FY and has been reviewed with FRG officers.
- d. FRG meetings are regularly scheduled (whether quarterly, semi-annually, or monthly, depending upon deployment); meetings are well attended by both enlisted and officer families.
- e. Command has scheduled the following classes for FRG members through ACS: *NAME CLASS and DATE*
- f. FRG newsletters have been published and distributed on *DATE, DATE, and DATE*.
- g. Families requiring additional support have been identified.
- h. Resources have been deployed to assist those families which require additional support (ACS, ASAP, SWS, AER, etc)
- i. The FRG informal fund has not received a total of \$10,000 this calendar year, nor is the balance approaching \$10,000.
- j. Fundraising request must be for a specific purpose. Raising funds to purchase meals and refreshments for use at FRG meetings may be authorized. Raising funds to alleviate the costs of the Unit Ball for enlisted is not authorized for the FRG informal fund.
- k. Fundraisers may take place on the Garrison only.
- l. Fundraising dates should not conflict substantially with CFC or AER fundraising dates.
- m. Fundraising requests must go through the servicing legal office, ethics counselor prior to being approved.
- n. Once the Unit Commander approves the FRG informal fund request to fundraise, normal Garrison Commander rules regarding the processing of all fundraising requests must be followed.
- o. FRG members may never engage in fundraising off-Garrison.

10. FRG Fund Cap.

- a. Gross annual receipts (income) for the FRG Informal Fund cannot exceed \$10,000 from all sources, i.e. fundraising, gifts, and donations.
- b. The Informal Fund balance should not exceed \$10,000 at any one time. However, if the fund balance does exceeds \$10,000, then no additional income from fundraising, donations or

Fort Jackson FRG Fund Raising Guide

gifts will be accepted until the balance falls under than \$10,000 after the additional income has been added. Also, the FRG will start spending the money to bring it below the mandated fund cap.

c. Donations/Gifts. The Unit Commander may accept donations of money or tangible goods valued at \$1,000 or less into the FRG informal fund account following consultation with the servicing ethics counselor.

d. Offers of gifts and donations for military family support over \$1,000 should be referred to the Garrison Commander, for possible acceptance into the garrison's FRG Supplemental Mission Funds.

11. Files. Hard and soft copies of the SOPs will be maintained by the Commander, Rear Detachment Commander, FRG Leader, FRG Secretary, FRG Treasurer, and Family Readiness Support Assistant.

12. The point of contact for this SOP is *POC Name, Title, Phone number, email address.*

COMMANDER'S NAME
Rank, Branch, Component
Commanding

Fort Jackson FRG Fund Raising Guide

6-6. Request to Hold Fund Raising Event to the Commander

Letter Head

Unit Office Symbol

Date

MEMORANDUM FOR Commander (unit)

SUBJECT: Request to Hold Fund Raising Event

1. The _____ Family Readiness Group requests permission to conduct an event on _____. The following information is provided pertaining to this request:

- a. Type and purpose of Event/Fundraiser:
- b. Date(s) of Event:
- c. Time(s) of Event:
- d. Location(s):
- e. Fees Charged/Donation:
- f. How event will be conducted:
- g. Liability insurance obtained for event Yes/No (attach copy):
- h. Will a Hold Harmless Agreement be signed by each individual participating in the event so _____ and the US Government will not be held liable for any injuries sustained in this event Yes/No (attach copy)_____

2. Point of contact is (name, phone number, e-mail address).

(Signature of Requester)

Fort Jackson FRG Fund Raising Guide

6-7. Request to Engage in Fundraising on Fort Jackson

Name of Organization/Unit FRG: _____ Today's Date _____

Briefly describe the planned fund raising activity:

Items/Services Offered

Price range

Date(s) of Event _____

Time _____

Location of Event _____

For questions concerning this request, please contact Unit FRG Leader/fund custodian at: _____

Additional Comments: _____

Location Managers Name: _____

(Concurs) (Objects)

(Manager's signature)

(Date)

(BN Commander's signature)

(Date)

(BDE Commander's signature)

(Date)

(AAFES Minimmall Bldg 4712 Lee Rd General
Manager 803-782-7739)

(Date)

(FMWRC-Bldg 3392 Magruder Ave,
Jeff Neher 751-4315)

(Date)

(PREV MED Bldg 4556 Scales Ave 751-1704/1593)**

(Date)

(Legal-SJA bldg 9475 Kershaw; 751-7657,
drop off form at front desk after coordination with
AAFES or FMWR if applicable)

(Date)

**Preventive Med only signs when temperature regulated food handling is involved. Baked goods do not require a signature. Baked goods for sale need to be individually packaged.

Fort Jackson FRG Fund Raising Guide

6-8. FRG Informal Funds Audit Evaluation

FRG Informal Funds Audit

Unit Information

Unit: _____ FRG Leader: _____

FRG Treasurer: _____

Date: _____ Auditor: _____

Witness: _____

Type of Audit: Monthly Quarterly Annual Special (list reason): _____

Reason for Audit: FRG Initiated Command Initiated Other: _____

Evaluation					
Description	Yes	No	In Process (Supported)	Other (See Notes)	N/A
All checkbooks and extra boxes of checks are accounted for					
An accurate ledger is being maintained for the account					
Receipts, invoices, and other supporting documents are present and match the ledger entries					
No monthly bank statements are missing					
Tax ID documentation is present					
Monthly treasurer's reports are written and available for review					
FRG treasurer maintains an informal fund/treasurey binder					
FRG has an informal fund SOP in place					
FRG has a current budget					
FRG has budget SOP in place					
FRG treasurer is on appointment orders					
Treasurer is a registered VMIS volunteer & tracks volunteer hours					
Funds are not "stale" - account has activity on at least a quarterly basis in support of the membership					

Additional Comments:

Fort Jackson FRG Fund Raising Guide

Printed Name Title _____

6-10. FRG Purchase Request Form

FRG PURCHASE REQUEST FOR SUPPLEMENTAL MISSION FUNDS

Name of Unit: _____ Date of Request: _____

FRG Treasurer: _____ Phone Number: _____

<u>Item(s) Needed</u>	<u>Quantity Required</u>	<u>Cost for Each Item</u>	<u>Total Cost</u>
1 _____			
2 _____			
3 _____			
4 _____			
5 _____			

These expenses are reimbursements of FRG volunteer incidental expenses. (Invoice attached)

Vendor's Address: _____

Vendor's Phone: _____ FAX: _____

Vendor's Email Address: _____

Date Items are needed: _____

=====

FRG Leader's Name: _____ Signature: _____

I approve the purchase of item(s) with the unit's portion of the Supplemental Mission Account Intended for FRGs. I have determined that it clearly supplements an established mission of the FRG and appropriated funds are not authorized for this purchase (unless the volunteer reimbursement block is checked).

Commander's Name: _____ Unit: _____

Date Signed: _____

Commander's Signature

FMD Process:

Date Paid: _____ Actual Cost: _____

Petty Cash paid to _____

Reimbursement to _____

Fort Jackson FRG Fund Raising Guide

Purchased with GPC _____

6-11. After Action Report

Event _____ Date _____

Place event held _____

Event Organizer _____

Approx. number in attendance _____

Please provide as many details as possible in response to the following categories

Food:

Menu: _____

Recommendations/Lessons Learned: _____

Decorations:

What decorations were used? _____

Where did the decorations come from? _____

Where will the decorations be kept after the event? _____

POC for decorations? (Include contact information) _____

Recommendations/Lessons Learned: _____

Activities:

What activities were used & age groups? _____

What supplies were necessary for the activities? (Include where supplies were obtained and any costs). _____

Recommendations/Lessons Learned: _____

Rental equipment (list equipment, where rented from, any contact information, and costs) _____

Recommendations/Lessons Learned: _____

Setup (Includes equipment needed to host event, where equipment obtained from – to include POC and contact information, arrangement of equipment, etc.) Please include diagram on back of form. _____

Did this work well? _____

Fort Jackson FRG Fund Raising Guide

Recommendations/Lessons Learned:

Expenditures: (Please itemize expenditures)

Item	Cost/Donation

Recognition: To whom or what recognition was given for sponsors or donors? (Letter of appreciation for a business, individuals, etc...)

Fort Jackson FRG Fund Raising Guide

6-12. Application for Permission from Preventive Medicine to Operate Temporary Food Establishment at Fort Jackson

APPLICATION FOR PERMISSION FROM PREVENTIVE MEDICINE TO OPERATE TEMPORARY FOOD ESTABLISHMENT AT FORT JACKSON, SC

Person in Charge of Establishment _____ Number of Workers _____ Phone _____

Location of Event _____ Date(s) of Event _____

Operating Times _____ Name of Organization or Sponsor _____ and Event _____

Check Type of Temporary Establishment: Non Limited Menu ___ Limited Menu ___ Restricted Limited Menu ___
 Environmental Health (803) 751-1704//6081 FAX: 751-7863

FOOD ITEM and volume planning to prepare (pounds, gallons, etc)	OFF SITE PREPARATION	COOKING PROCEDURE	METHOD FOR MAINTAINING TEMP	APPROVED SOURCE VERIFICATION VENDOR SOURCE (S)	VET SVCS APPROVAL

Fort Jackson FRG Fund Raising Guide

DRAW BASIC LAYOUT OF FOOD ESTABLISHMENT SET UP

LIST EQUIPMENT TO BE USED

(WAREWASHING, REFRIGERATION, SINGLE SERVICE, GRILL, CROCKPOTS, ICE CHEST, TABLES ETC)

PERSONS CERTIFIED/TYPE OF CERTIFICATION

Fort Jackson FRG Fund Raising Guide

6-13. Checklist of Food Sanitation Items Required for Food Service Operations on Fort Jackson. Contact (803) 751-7013 / 6081 / 1704 for further info.

- Handwashing device
- Soap
- Paper towels
- Catch basin for waste water
- Numerically scaled and calibrated thermometer
- 3 buckets for dish washing OR enough extra utensils
- Hot holding
- Cold holding
- Tarps, tentage, or other items necessary to provide ground and overhead cover
- Sanitizing solution
- Sufficient quantity of gloves, deli paper, or utensils to eliminate bare hand contact with food
- Sneeze guards if food will be prepared in front of customers
- Foodservice sanitation certificates, DHEC permits (if applicable)

6-14. Temporary Food Service Permit



Temporary Food Service Permit



Concessionaire: _____

Event: _____

Dates: _____

Approving official: _____

This permit is for public display. Place in a conspicuous location. Point of contact is the Environmental Health Section, Moncrief Army Community Hospital,

6-15. Balance Sheet for Managing the FRG Informal Fund



1. Set up ledger.
2. Be specific about expenditures.
3. Develop written guidelines for all expenditures.
4. Deposit all funds expediently.
5. Keep all receipts.
6. Safeguard checkbook and records.
7. Reconcile account monthly.
8. Prepare financial statement for monthly FRG meetings.
9. Be sure members understand how FRG funds will be used. Annotate all intentions of funds in minutes of the monthly meeting.
10. Ensure all names and titles are up to date on the bank signature card.



1. No reimbursements without a receipt.
2. Never use the FRG funds for anything else.
3. Don't overdraw the account.
4. Ensure you do not PCS or leave your position without taking your name off of the signature card.

Fort Jackson FRG Fund Raising Guide

6-16. FRG Quarterly Financial Statement

	Month _____	Month _____	Month _____		<u>Quarter</u>
Unit : _____	Starting Balance	Starting Balance	Starting Balance		Ending Balance
Battalion					
HHC					
Alpha					
Bravo					
Charlie					
Delta					
Echo					

Signatures:
FRG Leader/Advisor _____

FRG Treasurer _____

Fort Jackson FRG Fund Raising Guide

6-17. FRG Donations Record

Unit: _____ Prepared By: _____

Date: _____

DATE	FROM	ITEMS DONATED Food/Materials/Monies (Please be specific as to what has been donated.)	Estimated Amount Received

PLEASE NOTE- Unit commanders may not accept donations in excess of \$1,000. Any donations offered in excess of \$1,000 is to be referred to the Garrison Commander.

Fort Jackson FRG Fund Raising Guide

6-20. FRG Register Record

Date: _____ Check #: _____
Amount : _____

Check made out to: _____

Written by: _____

Reason: _____



Attach Receipt or Deposit Slip below. Add additional slips on back or a separate sheet of paper stapled to this sheet.

Current Balance: \$ _____ Initials : _____

Fort Jackson FRG Fund Raising Guide

6-21. FRG Inspection Checklists

OIP Checklist for FRG Programs

Company: _____

Date: _____

Representative: _____

Phone: _____

Inspector: _____

Phone: _____

Item		Yes	No	Working	N/A	Remarks
Operations	Unit commander has established a functioning FRG AR 600-20 5-10b(7g)					
	FRG roster AR 608-1, J-2d					
	Phone trees (Steering Committee, Unit Volunteers, and FRG) AR 608-1, J-2d					
	FRG meeting agendas, minutes, or sign-in sheets AR 608-1, J-2d					
	Budget SOP AR 608-1, J-6b					
	Newsletter SOP AR 608-1, J-3,b					
	Informal Fund SOP AR 608-1, J-7c					
Volunteer Program	Appointment Letter for FRG Leader(s)					
	Appointment Letter for Treasurer(s) AR 608-1, J-7b					
	DD2793 Volunteer Agreement form for all volunteers AR 608-1, Chpt 5-9i					
	Parental Permission Form for any volunteers under 18 AR 608-1, Chpt 5-9j					
	Position Description or VMIS for all volunteers AR 608-1, Chpt 5-9k					
	DA4713 Daily Time Record or VMIS is being annotated regularly AR 608-1, Chpt 5-9l					
	DA4162 Volunteer Service Record or VMIS for all volunteers AR 608-1, Chpt 5-9m					
Finance	Volunteers have received Training & Orientation AR 608-1, Chpt 5-9o					
	Monthly Informal Fund Reports AR 608-1, J-7b(3)					
	Annual Informal Fund Reports AR 608-1, J-7b(3)					

checklist effective date 7/1/10

Fort Jackson FRG Fund Raising Guide

6-21. FRG Inspection Checklists cont.

Fort Jackson		Date of Assessment	Tab number
Family Readiness Program Assessment			
Functional/Subordinate Area: Commander/Family Assistance Planning/Family Readiness Group		Unit being Assessed:	
Commander	FRSA		
<p>References: AR 608-1 Appendix J, Operation Ready, TRADOC Command Policy Letter No. 14, TRADOC Family Readiness Groups.</p> <p>1. TASK: The unit must provide a comprehensive plan and mechanism for the support of families.</p> <p>2. CONDITION: The plan and mechanism will identify and appropriately distribute responsibility for the FRG operation.</p> <p>3. STANDARDS: Units ensure Commanders and FRG Liaison's are selected, and trained. Units ensure that a FRG is in place (AR 600-20 Chapter 5) .</p>			
Item	Comments	GO/ NO GO	
Reference materials to have on file: <ul style="list-style-type: none"> • AR 600-20 Chap 5 • AR 608-1 Appendix J • AR 25-1 • TRADOC 350-6 			

Fort Jackson FRG Fund Raising Guide

<p>1. Volunteers:</p> <ul style="list-style-type: none"> a. Appointment Letter for Leaders, Co-Leaders and Treasurer are on file. b. FRG training certificates for all positions are on file. c. Signed volunteer registration forms with job descriptions are on file for each volunteer for all formal volunteer positions within the FRG d. Are the volunteer hours reported? How are they reported? e. Are all volunteers registered through VMIS? f. Does the unit have in place an internal and external volunteer recognition program (Commander’s Pot of Gold Awards, Commander’s Installation Volunteer of the Year Awards Ceremony, Volunteer of the Month, and Volunteer of the Quarter) for the ongoing recognition of volunteers, rather than waiting to give them certificates when they depart the unit? 		
<p>2. Unit FRG SOP</p> <ul style="list-style-type: none"> a. Does the unit have a current FRG Family Readiness Plan (FRP)/Standard Operating Procedure (SOP) on file? b. Does the FRP/SOP: <ul style="list-style-type: none"> • Identify and define the duties, roles, and responsibilities of the unit staff, Soldiers, FRG members, and the FRG volunteers? 		
<p>3. Is FRG Installation Family Assistance Information Sheet, or similar form, utilized to gather information on Soldiers and family members and provided to the FRG Leaders at all levels?</p>		
<p>4. Phone Trees:</p> <ul style="list-style-type: none"> a. Does the FRG maintain current, updated phone trees for the entire unit? b. Is the phone tree activated at non-critical times to ensure the accuracy of phone numbers and to test the time necessary to 		

Fort Jackson FRG Fund Raising Guide

<p>contact the unit families?</p> <p>c. Is every Soldier and family member provided their Point of Contact’s phone number and contact information?</p> <p>d. Units will be asked to show a current FRG Roster.</p>		
<p>5. E-mail Trees:</p> <p>a. Has the FRG Leader or FRL established an e-mail distribution list for immediate information flow from Command or FRSA to family members?</p> <p>b. What provisions are made to ensure families that do not participate in the FRG receive unit information?</p>		
<p>6. Does the commander meet with FRG Leadership on a monthly basis to discuss current FRG issues?</p>		
<p>7. Does the FRG have regular meetings/events/socials with Family Members?</p>		
<p>8. Newsletters</p> <p>a. If an FRG newsletter is published regularly, is it in accordance with AR 608-1 Appendix J and AR-215-1 (chap4)</p> <p>b. Is there a Newsletter SOP on file?</p>		

Fort Jackson FRG Fund Raising Guide

<p>9. vFRG and FRG-related websites & social networking:</p> <ul style="list-style-type: none"> a. Is the vFRG or authorized FRG website maintained and updated regularly in accordance with Army Regulation 25-1? b. Is there a vFRG SOP on file? c. Are social networking sites in accordance with Army Regulation 25-1 and actively practicing under OPSEC guidance? 		
<p>10. The FRG Informal Funds Accountability:</p> <ul style="list-style-type: none"> a. Is there an FRG Fund Custodian appointed on orders (neither of which is the Commander / FRG leader / deployable) signed by the commander? b. Is the EIN (Employer Identification Number) paperwork complete and on file? c. Is there an authorization letter for the account stating the name of the account and a list of authorized people who have access to the account? d. Accurate and up to date account ledger with receipts and treasurer reports on file? e. Current Financial Statements f. Are the financial statements reviewed by the Commander monthly and maintained for random audits by third party? g. Has FRG raised no more than \$10000 per year? h. Has the FRG accepted unsolicited donations less than \$1000.00, and if so, were those donations counted towards the total of \$10000.00? i. Has all fundraising activities outside the unit area been approved by the commander and DMWR and AAFES? 		

Fort Jackson FRG Fund Raising Guide

<p>11. The FRG Informal Funds and Budget SOP</p> <p>a. Does the FRG Informal Fund SOP identify the purpose and function of the Informal Fun and approved by the majority of the FRG members?</p> <p>b. Is the FRG budget SOP complete and on file?</p>		