

USAG Humphreys Fundraising Request Form

Financial Management Branch, Family and MWR, DSN 755-2668 / 0503-355-2668

Request Date: _____

Note: Requests need to be submitted 21 working days in advance of the event to follow adequate time for review and approval

1. Organization Name:	2. Category: ☐ SFRGs ☐ POs
3. POC Information (Name/Phone/Email):	4. Name & Signature from Commander/Verifying Officials
5. Date/Time/Detail of Location:	6. Previous Fundraiser Date:

1. Details of the Fundraiser

a. Description of fundraiser:
b. Items to sell:
c. Purpose of fundraiser:
d. Plans to run fundraiser:
e. Raised funds be used for:

2. Organizations conducting fundraisers will not:

Acknowledged:

Sell any alcoholic beverages and conduct fundraising in an official capacity or in military uniform	POC initial
Conduct fundraising activities off the installation in any manner that violates Korean Law or the Status of Forces Agreement (SOFA)	POC initial
Conduct raffles, lottery, or door prize fundraisers without prior, separate, written approval from DFMWR and a legal review from the Consolidated Legal Office	POC initial
Conduct drawings that include or target non-SOFA persons and Conduct door-to-door activities	POC initial
Charges fees to enter USAG-H installation or use facilities and Conduct fundraisers for personal gain	POC initial
Conduct fundraisers for educational services or child care services	POC initial
Conduct a prohibited fundraising activity. A prohibited fundraising activity is any practice that involves compulsion, coercion, or other action that is contrary to the concept of true voluntary giving	POC initial
If the event involves food, you will need copies of approved DD Form 2970 on site and submitted with this request	POC initial
POs must be in approved status and good standing including reporting requirement, insurances and other responsibilities of POs	POC initial
We request authorization to hold a fundraising event on USAG Humphreys area. If approved, we further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss and liability, however caused, arising out of, or in any way connected to this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the organization, rather than the Army, would be liable.	POC initial

3. Required Signatures

a. Location Manager Name & Title	b. Contact Information	c. Signature
_____	_____	_____
d. ☐ Approved	Remarks:	
☐ Denied		

2. SJA- Legal Reviewer Name/ Rank: _____	Phone Number: _____
The fundraising activity is in compliance with AR 210-22, Private Organizations on Department of the Army Installations, 22 Oct 01. AR 600-29, Fund Raising within the Department of the Army, 7 Jul 10. AR 165-1, Religious Activities Army Chaplain Corps Activities, 23 June 15.	
☐ Approved ☐ Denied	Reviewer Signature: _____ Date: _____
Remarks:	

3. Director, Family and Morale, Welfare, and Recreation: CHRISTOPHER J. BRADFORD	
☐ Approved ☐ Denied	Signature: _____ Date: _____
Remarks:	

Approved / Disapproved	Kenneth O. Musselwhite, Sr. Deputy to the Garrison Commander USAG Humphreys and Area III
** Approved request form must be posted to the public during the event as proof of approval**	