

**IMMI-MW**

SUBJECT: Installation Policy 600-29, Fundraising

**Appendix A - Fundraising Request Form**

**Provide information below and forward through your immediate supervisor to mailbox via email: [usarmy.detroit.imcom-central.mbx.fundraiser@mail.mil](mailto:usarmy.detroit.imcom-central.mbx.fundraiser@mail.mil) or interoffice mail: IMMI-MWR, MS 603.**

1. Date of Request:
  
2. Name of the Individual or Organization:
  
3. Address or Organization Office Symbol (with Mailstop) and Telephone Number:
  
4. Benefiting Organization/Foundation/Individual:
  
5. Type of Goods/Merchandise Collected (*cash fundraising will not be authorized*):

**Only Food and Beverages from an approved vendor will be permitted to be sold on installation.**

**Please list where will items be purchased from:**

**Will they be picked up or delivered:**

6. Proposed fundraising event:

Location (limit 1 location):

Date:

Time:

7. Special Facility Requirements/Location of Fundraiser:

8. Accountability and Safeguarding of Collections:

9. Marketing Plan shall not consist of the use of government furnished equipment: this includes legal, audit, transportation, postal, printing, information management activities, clerical, financial, copying, management, and procurement services.

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10. Fundraiser is a CFC Agency/Organization - Yes or No:

11. Will this fundraiser raise more than \$5,000 for an informal fund? Yes or No:

12. Informal Funds:

a. Individual Responsible:

b. Supervisor:

c. Business Center Head/Commander:

13. No on-the-job (during duty time) fundraising is permitted. Fundraisers must be conducted during break or lunch time, or leave must be taken. IMMI-MW SUBJECT: Policy Memorandum #37, Fundraising Activities 6

14. Food item fundraisers are not to be advertised outside of a division's own area and sales should be limited to co-workers in that division (although sales may be made to anyone who stops by). Food sales will not be permitted in main halls and must remain in office area of requesting office

15. Homemade dishes and food requiring preparation (hot dogs, hamburgers, chicken) by employees are prohibited.

16. Fundraising will be limited to 1 physical location per event, and no more than 2 fundraising events will be scheduled in any calendar week throughout the installation.

Joseph Moscone  
Garrison Manager