



SFRG

Soldier & Family Readiness Group

U.S. Army Garrison Japan Request to Engage in Fundraising Activity

1. Soldier and Family Readiness Group (SFRG) Fundraising Event Information			
1a. WHO Name of SFRG			
1b. WHEN Date of Fundraising Event		Event Start/End Time	From: _____ To: _____
1c. WHERE Event Location			
1d. WHAT Type of Fundraising Event Items/Services Offered & Price Range	Check for applicable ones: <input type="checkbox"/> Selling <input type="checkbox"/> Paid for items/services on a voluntary basis		
	Item/Service		Price Range (predetermined)
	(1)		
	(2)		
	(3)		
	(4)		
	(5)		
	(6)		
	(7)		
	(8)		
	(9)		
	(10)		
	(11)		
(12)			
For more items & services LIST HERE:			
_____ _____ _____			
1e. HOW & WHY How the fundraising event will be carried out The purpose of the fundraising event	Check one: <input type="checkbox"/> Internal Fundraiser <input type="checkbox"/> External/Expanded Internal Fundraiser		
	Proceeds will go to:		
	Food and Drinks will be purchased from:		
	Food Handlers Training: <input type="checkbox"/> COMPLETED Will be completed on (date): _____		
	Explain the plan how this fundraising event will be carried out at the event site:		
	_____ _____ _____ _____ _____		
The Reason of this Fundraising Event:			

Continue to "2. Checklist & Approval Signatures"

2. Checklist & Approval Signatures

Organization	Typed Name	Phone #	Signature	Date
2a. SFRG POC & Checklist <small>Point of contact of Soldier and Family Readiness Group (SFRG) & SFRG Checklist</small>	<p style="color: #0056b3; margin: 0;">Read below and initial/digital signature next to all statements</p> <p>_____ (1) Soldier and Family Readiness Groups may NOT re-sell goods purchased at AAFES/Commissary outlets at any time. Goods may be obtained from the MWR Warehouse in connection with an MWR-sponsored event. Goods obtained through the Military Postal System (APO) or through use of U.S. military aircraft, including Space-Available flights, may NOT be re-sold at any time.</p> <p>_____ (2) There are no restrictions to purchasing goods off-post for resale. If non-consumables are purchased outside of Japan for resale, the organization must include the proper Japanese customs forms and documents indicating that customs duties have been their fundraiser request.</p> <p>_____ (3) Soldier and Family Readiness Groups may NOT sell alcoholic beverages at any time.</p> <p>_____ (4) Soldier and Family Readiness Groups who engage in any fundraising event without the prior written approval (this form) of the USAG-J Commander or his designee will be suspended and may have their charter or license to operate terminated.</p> <p>_____ (5) The yen exchange rate for the event determined by the DFMWR will be used.</p> <p>_____ (6) The event will benefit the military community overseas and the support provided is comparable to similarly situated non-federal entities.</p>			

Organization	Typed Name	Phone #	Signature	Date
2b. Event Location Manager	<input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR			
2c. AAFES Manager	<input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR			
2d. DFMWR SFRG Coordinator	Primary: Gregory Anger Alternate: Yukiko Takahashi	Primary: 263-5572 Alternate: 263-3477		
2e. OSJA <small>The Army Office of the Staff Judge Advocate</small>	<input type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR			
	Comments:	262-3156		

3. For USAG Japan Commander / DFMWR Use Only

Rick S. Bosch
 Director, Family & MWR
 263-7611

APPROVED **DISAPPROVED**