



U.S. ARMY GARRISON JAPAN REQUEST TO ENGAGE IN FUNDRAISING ACTIVITY

Name of Organization: _____ Date of Event: _____

Location of Event: _____ Time From: _____ To: _____

Briefly describe what is planned: _____

Check One: ☐ Internal Fundraiser ☐ External/Expanded Internal Fundraiser
<Items or Services Offered> <Price Range or Donation>

_____	_____
_____	_____
_____	_____
_____	_____

- Proceeds will go to: _____
- Private Organization POC: _____

Typed Name	Phone #	Signature	Date
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- Event Location Manager: ☐ Concur ☐ Non-concur

Typed Name	Phone #	Signature	Date
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- AAFES Manager: ☐ Concur ☐ Non-concur

Typed Name	Phone #	Signature	Date
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- Private Organization Coordinator: _____

Greg Anger	263-5572
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Typed Name	Phone #	Signature	Date
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- OSJA: ☐ Concur ☐ Non-concur

Typed Name	Phone #	Signature	Date
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Comments: _____

FOR USAG-J COMMANDER/DFMWR USE ONLY

☐ APPROVED ☐ DISAPPROVED

Eric J. Hill

Director, Family and MWR

263-7611

Typed Name/Title

Phone #

Signature

Date

**After Action Report must be submitted to
Financial Management Branch within 10 days after the event date**

COMPLETE CAUTIONARY STATEMENTS ON BACK PAGE

The Private Organization/ Family Readiness Group POC should initial next to all statements

_____1. Private Organizations, Informal Funds, 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.

_____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.

_____3. Private Organizations, Informal Funds, and Family Readiness Groups may not sell alcoholic beverages at any time.

_____4. Private Organizations and Family Readiness Groups who engage in any fundraising event without the prior written approval of the USAG-J Commander or his designee will be suspended and may have their charter or license to operate terminated.

_____5. The Yen (¥) exchange rate for the event determined by the DFMWR will be used.

_____6. The event will benefit the military community overseas and the support provided is comparable to similarly situated non-federal entities.

COMPLETE FUND RAISING REQUEST FORM ON FRONT PAGE