

SOLDIER & FAMILY READINESS GROUP (SFRG)

REQUEST TO ENGAGE IN FUNDRAISING ACTIVITY

IMPORTANT

Request forms are due to DFMWR:

- 1) At a minimum of **30 days prior** to fundraiser taking place at **Special Events**
- 2) At a minimum of **10 business days prior** to all other fundraisers

SFRG must complete 1a through 3b

1 Soldier & Family Readiness Group (SFRG) Fundraising Event Information

1a. WHO Name of SFRG: _____

1b. WHEN Event Date & Time: _____

1c. WHERE Event Location: _____

1d. WHY Event Purpose: _____

1e. WHAT & HOW Describe the Fundraising Activity planned & How it will be carried out

1e(1). Fundraising Activity Type: ☐ Internal Fundraiser ☐ External/Expanded Internal Fundraiser

1e(2). Fundraising Activity: ☐ Selling items/services for fixed prices ☐ Paid for items/services on a voluntary basis

1e(3). Items/Services to be offered & **Price Range** predetermined

_____	Price: _____	_____	Price: _____
_____	Price: _____	_____	Price: _____
_____	Price: _____	_____	Price: _____
_____	Price: _____	_____	Price: _____
_____	Price: _____	_____	Price: _____

**LIST HERE
for more
Items/Services:**

1e(4). Food & Drinks will be purchased **from:** _____

1e(5). Food Handling Training

- ☐ **Completed** (Certificates are required to be submitted with this request)
- ☐ Will be completed on _____

Food Handler's Certification for fundraisers involving **the sale of food items that are not fully pre-packaged** is required.

1e(6). Explain how this fundraising activity will be carried out

1e(7). Proceeds will go to: _____

Continued to "2. SFRG Cautionary Statement & Signature of Consent"

2 SFRG Cautionary Statements & Signature of Consent

The POC of the Soldier & Family Readiness Group (SFRG) must read and sign for the following statements listed as **2a** through **2f** upon consent to the statements.

- 2a.** SFRGs 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.
- 2b.** 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 paid and submit with their fundraising request.
- 2c.** SFRGs may **NOT** sell **alcoholic beverages** at any time.
- 2d.** SFRGs 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**.
- 2e.** **The yen exchange rate** for the event determined by the D, FMWR will be used.
- 2f.** The event will benefit the military community overseas and the support provided is comparable to similarly situated non-federal entities.

I, (Print Name), by signing below, acknowledged that I have carefully read and do consent to the statements listed above as 2a - 2f.

Signature: _____ **Date:** _____

Phone Number: _____

3 Approvals

Approver	Typed Name & Title	Phone	(Check one)	Signature & Date
3a. Event Location Manager			CONCUR	
			NON-CONCUR	
3b. AAFES Manager		DSN: 98-1-214-261-2103 Comm: 046-407-1201-214-261-2103	CONCUR	
			NON-CONCUR	
3c. DFMWR SFRG Coordinator	Primary: Alternate:	Primary: 263-5572 Alternate: 263-3477		
3d. OSJA The Army Office of the Staff Judge Advocate		262-3156	CONCUR	
			NON-CONCUR	
	Comments:			
3e. USAG Japan / DFMWR		263-7611	APPROVED	
			DISAPPROVED	
	Comments:			