



DEPARTMENT OF THE ARMY
DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION
JOINT BASE GARRISON, JOINT BASE LEWIS-MCCHORD
BLDG 2013 N 3RD ST , BOX 339500, MAIL STOP 20
JOINT BASE LEWIS-MCCHORD, WA 98433-9500

MEMORANDUM OF AGREEMENT
BETWEEN
DIRECTORATE OF FAMILY AND MORALE, WELFARE AND RECREATION,
AND
INSTALLATION APPROVED PRIVATE ORGANIZATIONS,
SOLDIER AND FAMILY READINESS GROUPS,
AND
BOOSTER CLUBS

SUBJECT: Fundraising Opportunities within the Directorate of Family and Morale, Welfare and Recreation

1. This agreement is being established between the Directorate of Family, and Morale, Welfare and Recreation (DFMWR) and Joint Base Lewis-McChord registered Private Organizations (POs), Soldier and Family Readiness Groups (SFRGs), and Booster Clubs. This agreement describes the opportunities for POs, SFRGs, and Booster Clubs to fundraise at DFMWR events and locations.
2. This agreement follows the guidelines stated in AR 600-29. Exceptions (specifically 4.b. and 4.c. below) have been approved by the Garrison Commander.
3. This agreement must be acknowledged and signed by all parties prior to participating in any fundraising at DFMWR events or locations.
4. POs, SFRGs, and Booster Clubs must agree to the following requirements:
 - a. All fundraising and volunteering being held at DFMWR events or locations must be scheduled through DFMWR. Only Installation registered POs, SFRGs, and Booster Clubs are authorized.
 - b. Private Organizations are not authorized to fundraise more than once per quarter, with the exception of fundraising opportunities listed in Appendix A.
 - c. In addition to Christmas gift wrapping, SFRGs and Booster Clubs will be authorized to fundraise outside of their own footprint for the events listed in Appendix A.
 - d. If selling or handling food of any kind, a current Food Handlers Certification and Environmental Health forms are required with every new fundraiser. The Food Handlers Certification is offered through Joint Base Lewis-McChord Public Health. Washington State Food Handlers Certification will also be accepted. The required forms are available at Public Health or at jblmmwr.com. All forms must be hand delivered to Public Health a minimum of 14 days in advance. Digital forms will not be accepted. Food sources must be acquired from approved sources, a list will be provided to the organization.

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e. No services will be provided by DFMWR, with the exception of electricity at the large events outlined in Appendix A. POs, SFRGs, and Booster Clubs are required to pay a refundable usage fee if fundraising in a MWR facility, as outlined in Appendix A. Some events may incur a nominal fee to MWR for participation. POs, SFRGs, and Booster Clubs must provide their own equipment. Equipment may be rented from DFMWR if needed, outlined in Appendix B. This must be requested no less than 14 days in advance. To get package options, packages may be requested through the Northwest Adventure Center, (253) 967-7744.

f. To reserve or schedule locations, a refundable deposit outlined in Appendix B must be submitted at time of scheduling.

g. At all fundraising locations, MWR will provide a spot to identify the organization. Each PO, Booster Club and SFRG group must bring a clearly and professionally printed 8.5" by 11" sign identifying their organization.

h. At some locations, a key will be issued to the organization in advance of the fundraising event. An inspection will be conducted with the organization and the MWR rep before and after the fundraising event. If site is left unclean, in disrepair, or the key is not returned, the refundable fee will be forfeited.

i. Alcohol sales are not permitted.

j. Gambling / raffle sales of any sort are prohibited.

k. First right of refusal must be received from AAFES for the sale of all non-food items intended for resale.

l. With the exception of Christmas giftwrapping, fundraising on the installation is not authorized during the Combined Federal Campaign (CFC), which normally takes place during the September through January timeframe.

m. POs, Booster Clubs and SFRG groups must follow all regulatory financial reporting and audit requirements.

n. CANCELLATION POLICY: Cancellations must be made 21 days in advance. Failure to notify DFMWR of a cancellation, or cancelling within 21 days of the scheduled dates, will result in forfeiture of any fundraising opportunities at DFMWR events for the next 6 months.

o. A list of current volunteering and fundraising opportunities can be found at jblmmwr.com.

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4. This agreement is effective upon signature by the designated authorities. This completed agreement provides the documentation for POs, SFRGs, and Booster Clubs to utilize fundraising opportunities within DFMWR.

5. Point of contact for this agreement is the DFMWR Private Organizations Manager, usarmy.jblm.id-readiness.mbx.dfmwr-private-organizations@army.mil.

NAME
TITLE
Booster/Private Org/SFRG

(Date)

VENICIA S. MORSE
DFMWR

(Date)

Encl(s)