



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BLDG 107, WHEELER ARMY AIRFIELD,
SCHOFIELD BARRACKS, HAWAII 96857-5000

AMIM-HIW

08 AUG 2024

MEMORANDUM FOR United States Army Garrison-Hawaii (USAG-HI) Soldier and Family Readiness Groups (SFRG)

SUBJECT: 2024 Spooktacular Fundraiser Program Sponsored by the Directorate of Family and Morale, Welfare and Recreation (DFMWR)

1. Purpose. To provide the procedures to sanctioned USAG-HI, SFRGs for participation in the 26 October 2024 Spooktacular Fundraiser at Stoneman Field, Schofield Barracks.

2. Facts.

a. SFRGs authorized to operate on USAG-HI Installations may participate in the Spooktacular Fundraising opportunity sponsored by DFMWR by registering with the Community-Wide Events Office.

b. DFMWR will provide a 10' x 10' space at Stoneman Field for carnival games only. SFRGs are responsible for providing games, prizes, signage that identifies their SFRG/Units and Halloween-themed decorations and any other necessary supplies or equipment. SFRGs/Units may NOT sell food or drinks of any kind. SFRGs/Units may NOT sell any novelty items. The DFMWR point of contact (POC) for this event is Dalipher Maxion, Recreation Specialist, at dalipher.b.maxion2.naf@army.mil or 808-787-5741.

c. All equipment, supplies, and games must fit within the designated 10' x 10' space. Designated spaces will depend on the number of registered activities and will be assigned the day of the event.

d. SFRGs/Units are responsible for keeping their area clean, orderly, attractive, secure, safe and sanitary throughout the entirety of the event.

e. SFRGs/Units are required to have a sufficient number of personnel to support their activity. SFRGs/Units are responsible for providing their own sufficient change fund. Change will not be provided by any vendors onsite. Estimated event attendance is between 3,000 and 4,000 patrons.

f. Soldiers participating in the fundraiser with SFRG/Unit members may not participate in uniform.


g. No solicitation of service is allowed (approaching customers, handing out flyers, or directing traffic to designated space). Patron participation is voluntary.

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- h. SFRGs/Units who fail to comply with the rules will be shut down immediately.
 - i. Submit all fundraising requests via usarmy.wheeler.id-pacific.mbx.fundraising@army.mil to the DFMWR Installation Fundraising Coordinator. Requests will not be accepted over the phone, in person or by fax. There are a limited number of spots available. This fundraising opportunity is first come, first served until the spaces are filled. Requests will be accepted until all available spaces are filled and must be received by 3 p.m. on October 11, 2024.
 - j. SFRGs/Units will complete a DFMWR-NSM-02, 07 May 2024, USAG-HAWAII Fundraiser Request Form explaining the purpose of their fundraiser (what funds will be used for) (Encl). Item 11b should contain the email address of the SFRG/Unit POC. The form must contain the Company Commander's signature. The designated SFRG/Unit POC on the request form is required to be present during the fundraising.
 - k. Companies with SFRGs/Units may submit a request for consideration indicating that no SFRG has been established. All stated rules, documentation and deadlines apply.
 - l. Previously submitted and approved forms for other fundraising opportunities will not be accepted.
 - m. SFRGs/Units must notify the POC no later than October 18, 2024, if the SFRG/Unit will not fundraise at the event.
 - n. Previous Fundraising Information Papers and Memorandums are obsolete. A sample of the fundraising request form is available at <https://hawaii.armymwr.com/contact-us/fundraising>
 - o. There is no fundraising fee to participate.
 - p. SFRGs/Units will adhere to DFMWR published pricing.
3. The point of contact for this memorandum is Mr. Steven Webb, Recreation Specialist (Program Manager), at (808) 824-2363.

Encl
as


LORI D. KING
Director, Family and Morale,
Welfare and Recreation

USAG, HAWAII FUNDRAISER REQUEST

For use of this form, see AR 608-1 and AR215-1; proponent agency is DFMWR

1. THE ORGANIZATION LISTED BELOW WOULD LIKE TO HOLD A FUNDRAISER ACTIVITY ON THE DATE INDICATED:

a. Name of Organization

b. Address

c. Date of Fundraiser

Saturday, October 26, 2024

d. Time of Fundraiser

1730-2030

2. FUNDS ARE BEING RAISED FOR: Other, specify below

Comments:

3. REASON FOR FUNDRAISER: Other, specify below

Comments:

Include date for planned event:

4. THE TYPE OF FUNDRAISER TO BE HELD IS: Other, specify below

Comments:

Spooktacular: (What do you plan to do?)

**Approval must be coordinated through Preventive Medicine. Approval provided within 3 weeks. Allows for staffing with SJA and other agencies.*

5. FUNDRAISER WILL BE HELD AT: Other, specify below

Comments:

Stoneman Field

DFMWR approval does not constitute coordination/approval to use any area or space. You are still required to coordinate the use of any activity's space with the manager of that activity.

7. PREVENTIVE MEDICINE: All food sales requests must be approved by Preventive Medicine prior to DFMWR approval. This includes bake sales outside the unit area. A food handler's certificate will be required. For more information and approval call TAMC Preventive Medicine at (808) 433-9943.

8. UNIT INFORMAL FUND: Fundraisers must have the approval of the Unit's Commander prior to scheduling. All monies generated from fundraisers must be deposited to the unit informal fund within (1) working day following the event and the receipt will be made available upon request.

9. OPPORTUNITY DRAWINGS: Please include a copy of the ticket to be used, a list of prizes with dollar value, how the tickets will be distributed, by whom, where and how will the drawing be conducted. For all opportunity drawings, please remember, tickets must be free. A donation for a ticket maybe accepted; however, you cannot suggest or specify an amount for any donation in advertising, verbally, or on the tickets. Requests for donations may not take place in the workplace (this includes the unit areas and barracks) or in any residence in the housing area at any time. Participants must be 18 years of age or older. The drawing must not give the appearance of a lottery or violate the DoD Joint Ethics Regulation. **Illegal lotteries are punishable under State of Hawaii Law.**

10. CAR WASHES: The two authorized locations for car wash fundraisers are at Schofield Barracks on A Road and Fort Shafter off of Wisser Road in accordance with the State of Hawaii Storm Water Permit under the Clean Water Act (see maps on www.himwr.com). **Any other unauthorized car wash location is subject to a fine of \$25,000 per occurrence, per day by the EPA, Federal Government or the State of Hawaii.**

11. POINT OF CONTACT:

a. Name of POC

b. Mailing address

c. Telephone Number

12. UNIT COMMANDER or PRESIDENT Statement: I, certify that the following required documents are current and on file for inspection:

- ☐ Unit/FRG Informal Fund Memo
☐ Assumption of Command Memo
☐ FRG Standard Operating Procedures

- ☐ Liability Insurance (Private Organizations)
☐ Liability Waiver (Private Organizations)
☐ Annual Fundraising Threshold Has Not Been Exceeded

a. Signature

b. Printed Name

c. Date

13. APPROVAL:

a. Unit Fund Manager/Treasurer's Signature

b. Printed Name

c. Date

b. Preventive Medicine Signature (food sales)

b. Printed Name

c. Date

c. Activity Manager Signature

b. Printed Name

c. Date

d. Directorate of Family and Morale, Welfare and Recreation Signature

b. Printed Name

c. Date

For more information call: (808) 656-0104

Submit form to: Fundraising Coordinator, DFMWR, 350 Eastman Rd., Bldg. 547, WAAF, Schofield Barracks, Hawaii 96857