



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

08 AUG 2024

AMIM-HIW

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

SUBJECT: 2024 SFRG Schofield Barracks Holiday Gift-Wrapping Fundraiser Program

1. Purpose. To provide the procedures to sanctioned USAG-HI, SFRG for participation in the Annual Holiday Gift-Wrapping Fundraiser at the Schofield Barracks Main Exchange

2. Facts.

a. SFRG authorized to operate on USAG-HI Installations may participate in the Annual Holiday Gift-Wrapping Fundraiser sponsored by the Hawaii Exchange, by registering (see para 2j).

b. The Exchange will provide vendor space at the Schofield Barracks Main Exchange mall for gift-wrapping and provide an initial supply of wrapping paper. SFRG are responsible to provide the maximum of two tables, four chairs, and a signage. The point of contact Jennifer Estrella, Exchange Services Business Manager Office at (808) 423-8632, email xxPACHawaiiServices@aafes.com.

c. SFRG will be responsible for all additional gift-wrapping supplies such as scotch tape, pens, gift tags, ribbons, and gift boxes. SFRG will be responsible for wrapping paper once the original supply provided by the Exchange is depleted. If the SFRG need to replenish wrapping paper, they may go to customer service and the Exchange will replenish wrapping paper if available. Affixed only to the designated gift-wrapping table.

d. Prior to the start of the day the SFRG point of contact (POC) will pick up the wrapping paper at customer service and sign in on the Exchange log sheet. At the end of the day, SFRG will return the unused wrapping paper and cart to the Exchange customer service desk during main store hours and sign out on the Exchange log sheet. SFRG will restore the vendor space to its original condition with all debris resulting from the activity properly disposed.

e. SFRG members participating in the fundraiser are not permitted to bring children under 18 years of age to the gift-wrapping sessions. No strollers, playpens, highchairs or tents are permitted at or by the gift-wrapping tables.

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

g. No solicitation of service is allowed (approaching customers, handing out flyers, or directing traffic to the table). Patronage is voluntary.

h. Fundraising is for donations only; no price can be set.

i. SFRG who fail to comply with the rules will forfeit their participation in the ensuing year's gift-wrapping fundraiser program.

j. The Directorate of Family and Morale, Welfare and Recreation (DFMWR) will accept requests from the dated memo above thru 01 Nov 24 via email at the Installation Fundraising Coordinator: usarmy.wheeler.id-pacific.mbx.fundraising@army.mil. Requests will **not be** accepted over the telephone, in person, or by fax and must be received by close of business 01 Nov 24.

k. SFRG will complete a USAG-HI, Fundraising Request Form (DFMWR-NSM-01, DEC 14) explaining the purpose of their fundraiser (what funds will be used for). Item 11b should contain the email address of the POC. The form must contain the Company Commander's signature.

l. DFMWR will assign numbers via MS Teams, to the SFRG POC. A link to the MS Teams meeting will be sent along with the Fundraiser Request Form approval NLT 01 Nov 24.

m. DFMWR will conduct a random drawing on Wednesday, 06 Nov 24 to assign participating SFRG/Units with their gift-wrapping dates/times.

n. Units without SFRG may submit a request for consideration indicating that no SFRG has been established. All stated rules, documentation and deadlines apply.

o. Previous request forms will not be accepted.

p. SFRG will be allocating one date for gift-wrapping at the company level. It is the responsibility of the units to ensure slots are covered for the entire day.

q. If open dates are still available after the random drawing, there will be an additional opportunity to participate in the fundraiser.

r. SFRG who fail to use their allotted date and/or time without notifying DFMWR in writing at least three (3) working days prior will forfeit their participation in the ensuing year's Holiday Gift-Wrapping Fundraiser Program.

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s. Gift-wrapping at Schofield Barracks Main Exchange mall will be available 29 Nov 24 to 24 Dec 24 from 0800-2000 daily and is subject to change.

3. Previous Schofield Barracks Community Gift-Wrapping Fundraising Activities Information Papers and Memorandums are obsolete.

4. The point of contact for this memorandum is Mrs. Theodene Allen, Fundraising Officer, at (808) 787-1278.



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