

OFFICE SYMBOL

DATE

MEMORANDUM FOR RECORD

SUBJECT: **NAME OF YOUR UNIT OR FRG** Informal Fund Standing Operating Procedure (SOP) and Bylaws

1. References:

- a. AR 600-20, Command Policy, 6 Nov 14
- b. AR 608-1, Army Community Service, 13 Mar 13.
- c. AR 600-29, Fundraising within the Department of the Army, 7 Jun 10
- d. AR 1-100, Gifts and Donations, 15 Nov 83
- e. DoD 5500.7-R, Joint Ethics Regulations

2. Purpose – Provide procedures and bylaws for managing the **NAME OF UNIT OR FRG** Informal Fund.

3. Summary – The Informal Fund is established exclusively for charitable purposes and to provide financial support for **NAME OF YOUR UNIT OR FRG** Informal Fund activities. The **NAME OF YOUR UNIT OR FRG** Informal Fund is intended to benefit Soldiers and family members. It is not a business and is not being run to generate profits. It is not a business and is not being run to generate profits. It is not an instrumentality of the U.S. Government. The **NAME OF UNITE OR FRG** Informal Fund will utilize EIN # _____ to establish a bank account at the **NAME OF FINANCIAL INSTITUTION**.

4. This SOP applies to the **NAME OF UNIT OR FRG** Informal Fund and will be governed by the following provisions:

- a. The Informal Fund will be comprised of donations from members, and raised through authorized fundraising activities for the **NAME OF YOUR UNIT OR FRG** Informal Fund.
- b. The Informal Fund can be used as a depository for other donations, but it will comport with the provisions of AR 600-20, AR 600-29, and DOD 5500.7-R (Joint Ethics Regulation).

c. The Informal Fund bank account will be managed by the appointed Treasurer of the **NAME OF UNIT OR FRG** Informal Fund.

d. The Treasurer will be the named individual on the bank account (**AT THE TIME OF THIS MEMORANDUM**) with access to the fund for FY 2017.

e. Post FY 2017 and beyond the **NAME OF UNIT OR FRG** Informal Fund bank account will be enduring, to be managed by the succeeding Treasurer. The enclosed bank form will be utilized to transfer management authority of the **NAME OF UNIT OR FRG** Informal Fund bank account for the succeeding years.

f. In the event the **NAME OF UNIT OR FRG** Informal Fund is disbanded any remaining proceeds after paying Informal debts, will be donated to _____ (note: proceeds may be donated to another Informal Fund or Army Emergency Relief).

g. This SOP and Bylaws serves as the first minutes of the Informal Fund, and establishment of the Informal Fund **NAME OF FINANCIAL INSTITUTION** bank account. Subsequent minutes or memoranda with the signature of the below Treasurer and Unit Commander or succeeding Treasurer and Unit Commander are the only required signatures to change the document.

5. The signatures below are in agreement with the above SOP and Bylaws.

Treasurer

UNIT COMMANDER

Encl