



FORT DETRICK FAMILY AND MWR PROCESSING CHECKLIST FOR GIFTS AND DONATIONS

PART A - OFFER (to be completed by potential donor)

1. **Gift Recipient** (please specify)

Fort Detrick Family and Morale, Welfare and Recreation (MWR) for an unspecified use by MWR in support of MWR's quality of life mission.

Gift/donation for a specified use. Please specify:

2. **Donor Information**

Name:

Organization (if applicable):

Phone Number:

Address:

E-mail:

3. **Type of Gift/Donation**

Nature (describe proposed gift/donation item(s) or service):

Number of items:

Value (monetary amount or approximate value per item):

Donor condition:



4. Acknowledgment

By signing below, I, _____(name),
of _____(organization) submit the
above referenced gift offer. Furthermore, I acknowledge that I am aware of the following
requirements to donate gifts to MWR:

- Disclaimer: "No U.S. Army endorsement of the supplier, product or service may be implied or intended" in regards to any gifts accepted by MWR or the U.S. Army.
- Donor must agree to pay mailing/delivery costs and coordinate delivery of accepted gift.
- Unconditional monetary gifts will be distributed to all MWR based on the needs. *Monetary gifts intended specifically for MWR may be accepted; however, donor must specify the intent in "conditions" section above.
- Checks or money orders will be submitted to the Director of MWR for approval.
- MWR staff cannot guarantee that proposed gifts will be accepted. Acceptance is authorized by the gift acceptance approving authority who must seek legal review from the Garrison's servicing legal office before gift is accepted.
- Gift to the NAFI acceptance approving authorities:
 1. The Director of Family and Morale, Welfare and Recreation is the approving authority for gifts valued at or under \$50,000.
 2. The Garrison Commander may accept gifts valued up to \$100,000, except for contributions by the local United Way, which may be accepted in any amount.
 3. The IMCOM Deputy Commanding General may accept gifts valued up to \$250,000.
 4. Gift offers over \$250,000 must be submitted to IMCOM for forwarding to the Secretary of the Army for approval.

Signature of Prospective Donor

Date

Potential Donors:

Once above section is completed and signed, please mail or fax this form to:

Operation Happy Holidays Coordinator, ACS
1520 Freedman Drive, Suite 125, Room 125G
Fort Detrick, MD 21702
Phone: 301-619-6364
Fax: 301-619-6288



PART B - STAFFING

1. Donations Manager, 301-619-3323)

Date Received: _____

Acceptance Recommended: Yes No

Comments:

2. Staff Judge Advocate

SJA Signature: _____ Date: _____

Comments:

3. DFMWR Director Approval

Approval: Yes No

Director's Signature: _____

Comments:

4. Garrison Commander Approval

Approval: Yes No

Commander's Signature: _____

Comments: