



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
GARRISON HEADQUARTERS, JOINT BASE LEWIS-MCCHORD  
1010 LIGGETT AVENUE, BOX 339500, MAIL STOP 1AA  
JOINT BASE LEWIS-MCCHORD, WA 98433-9500

IMWE-LEW-MWA

October 12, 2017

MEMORANDUM FOR To Whom It May Concern

SUBJECT: Gift Wrapping at the McChord Field Exchange

1. Fundraising requests are administered by the Director of Family Morale Welfare and Recreation, Armed Forces Community Service, Family Resource Center, Private Organization Office, Joint Base Lewis-McChord (JBLM).
2. AAFES has authorized the JBLM Private Organization office to coordinate the scheduling of gift wrapping (November 24-December 24, 2017) at the JBLM McChord Field Exchange.
3. Online Registration only will begin October 30, 2017 at <https://www.eventbrite.com/e/jblm-gift-wrap-fundraiser-tickets-38366762018>. Information Packet (enclosure 1) will be available online at [http://jblmmwr.com/acs/afcs\\_frc.html](http://jblmmwr.com/acs/afcs_frc.html).
4. Scheduling a date for the McChord Field Exchange Gift Wrapping is as follows:
  - a. Register online at <https://www.eventbrite.com/e/jblm-gift-wrap-fundraiser-tickets-38366762018>.
  - b. FRG's and those fundraising for a unit fund must bring commander's permission to host a fundraiser (enclosure 2), also found in the information packet .
  - c. Two shifts are available per day: 0900-1500 or 1500-2100. There will be a waitlist for shift opportunities when slots are filled.
  - d. Telephonic requests will not be honored.
5. For more information please contact Linda Daniel, (253) 967-9496, [linda.m.daniel2.civ@mail.mil](mailto:linda.m.daniel2.civ@mail.mil).

Eddie L. Kidd  
Family Services Program Manager

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## **Guidelines for Gift Wrapping 2017**

Thank you for participating in this year's gift wrapping fundraiser. Please help to continue this great fundraising opportunity by following the guidelines below: Eligibility to participate in this fundraising opportunity is limited to Recognized Informal Funds (i.e. Booster Clubs, FRG's and Unit/Informal Funds) and JBLM Private Organizations (POs) only.

### **AAFES is supplying wrapping paper and tables:**

- Your organization must bring all other materials needed each day, such as: scissors, tape, post it notes, pens, etc.
- You will need to supply your own donation box.
- You will need a sign(s) prominently stating the name of the organization doing the gift wrapping for that day.
- Before putting your signs up please check with the AAFES office, to find out where you are allowed to place them.
- This fundraising event is approved on the basis of "donations only". Do not put up a sign suggesting any dollar amount for the gift wrapping.
- Tables are being provided by AAFES. If chairs are desired for your workers, your organization must provide those. **Do not use the chairs from the food court.** Please be sure to treat tables/coverings with care and keep all loaned equipment together.
- AAFES occasionally supplies gift wrap boxes, you may ask at the manager's office. If you have been given boxes by AAFES, please return what you do not use.

### **Official Gift Wrapping fundraiser location and time:**

- The approved gift wrapping location is in front of the Play Zone (near the food court). There will be two tables w/skirting. The wrapping paper will be under the tables. Pull the tables out from the wall approximately two feet to allow you to stand behind the table with your backs to the wall.
- Two 6-hour shifts are available per day. Shift 1 – 0900-1500, Shift 2 – 1500-2100
- AAFES early/late shopping days - be prepared to adjust shift to match store hours. These days are not available at the time of printing.

### **Loud speaker announcements:**

- AAFES may make periodic announcements over the loud speaker referencing who is sponsoring the gift wrapping for the day.
- You can stop by the information desk and let them know you are sponsoring the gift wrapping for that day and ask them if they are willing to make periodic

announcements for you. However, please keep in mind that they are not required to do so.

**Before going home for the day:**

- Please be courteous and leave the area clean for the next organization.
- Remember to take all your organization's supplies home with you each shift, including your donation box and money.
- Please leave the wrapping paper under the table at the end of the day. Please do not take the paper home with you. The wrapping paper is being provided by AAFES and is considered their property.

**Important reminder:**

- Remember that you are representing your private organization or informal fund. You are not representing your squadron, the base, or the military.
- You cannot participate in the fundraising event on military time or in military uniform (active duty must be on leave status, if during the duty day and in civilian attire per Joint Ethics Regulation DoD 5500.7-R, Chapter 3-210). Those that do not follow these instructions will forfeit any remaining time they may have.
- Please conduct yourself in a professional manner.
- Do not participate in any Exchange drawings while you are on "gift wrapping" duty. Many Exchange patrons, especially retirees, believe you are part of the AAFES team, and they take offense when you win the drawing, or you observed filling out raffle coupons.
- If you need to make a schedule change please coordinate with Linda Daniel, Private Organization's Office, at (253) 967-9496. Business hours are 0800-1630 Monday-Friday.

Again thank you for your support in making this a great fundraising event.

**Request to Conduct a Fundraiser**  
**McChord Field Exchange Gift Wrapping 2017**  
*(for FRG's/unit funds)*

**Organization**

Requesting Organization: \_\_\_\_\_ Date: \_\_\_\_\_

**Details**

Date and Time Fundraiser will be held: \_\_\_\_\_

Type of Fundraiser: \_\_\_\_\_

Location: \_\_\_\_\_

Person Supervising this Fundraiser: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**Information**

- All monies from this fundraiser must be deposited into the FRG Informal Fund Account
- A final report of fundraiser must be completed

**Approval**

Approved

Disapproved

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Commander's Signature

Printed Name, Title, and/or Rank

Date