



Fort Sill Family and Morale, Welfare and Recreation
Processing Checklist for Gifts and Donation Offers

Part A – Offer (to be completed by potential donor) **Control #**

1. Gift Recipient (please specify)

- Fort Sill Family and Morale, Welfare and Recreation (FMWR) for an unspecified use by FMWR in support of the FMWR’s quality of life mission.
- Gift/Donation for a specified use. Please specify: _____

2. Donor:

Name: _____
Organization (if applicable): _____
Phone number: _____
Address and Email address: _____

3. Type of Gift/Donation:

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

Number of items: _____ Value (monetary amount or approx. value per item): _____

Donor Conditions (*please see line 4c below) _____

4. Acknowledgement:

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

- a) Disclaimer: “No US Army endorsement of the supplier, product, or service may be implied or intended” in regards to any gift accepted by FMWR or the US Army.
- b) Donor must agree to pay mailing/delivery costs and coordinate delivery of accepted gift.
- c) Unconditional monetary gifts will be distributed to all FMWR based on the need. *Monetary gifts intended specifically for the FMWR may be accepted; however, donor must specify the intent in “conditions” section above.
- d) If monetary donation offer is approved, checks or money orders should be made out to the “Fort Sill MWR Fund.”
- e) Checks or money orders will be submitted to the Garrison Director of Family Morale Welfare and Recreation upon approval.

- f) FMWR 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.
- g) If gift is valued at or under \$50,000
 - o The Garrison Director of Family Morale Welfare and Recreation is the gift acceptance approving authority.
 - o Garrison Commander may accept subject gifts valued up to \$100,000, except for contributions by the local United Way, which may be accepted in any amount.
 - o IMCOM Region Directors may accept subject gifts valued to \$250,000.
 - o Commanding General or Deputy Commanding General, Family and Morale, Welfare and Recreation Command (FMWRC) may accept subject gifts valued up to \$250,000.
 - o Gift offers over \$250,000 must be submitted to the FMWRC for processing to the Secretary of the Army for approval.

Signature of Prospective Donor

Date

**Potential Donors: Once the above section is completed and signed, please mail or fax this form to:
Directorate of Family and Morale, Welfare and Recreation
4700 Mow-Way Rd, Ste. 157N
Fort Sill, Oklahoma 73503
Phone: (580) 442-6180
Fax: (580) 442-7827**

Part B - Staffing

1. Staff Member Receiving Offer: Forward to Donations Manager for submission SJA and tracking:

Date Received:

POC (name and number)- Bill Barwick

Recommendations (if any)

Comments: _____

2. Staff Judge Advocate:

POC (name and number)

Recommendations (concur / no concur):

Conditional Gift

Unconditional Gift

Comments: _____

SJA: Please enter signature block here and sign:

3. **DFMWR Director Approval (required for gifts with a real or estimate value of up to \$50,000.)**

Approval: Yes No

Accepted Gifts: _____

4. **Garrison Commander Approval (required for gifts with a real or estimate value of \$100,000) or less.**

Approval: Yes No

Accepted Gifts: _____

