



JBLM Soldier & Family Assistance Center Processing Checklist for Gifts and Donation Offers



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



American Legion Auxiliary
Department of Washington

1. Gift Recipient (please specify)

JBLM Morale Welfare and Recreation for use by the JBLM Soldier and Family Assistance Center in support of the JBLM Warrior Transition Battalion/Unit quality of life initiative

2. Donor:

Name: _____
American Legion Auxiliary, Unit _____
Phone number: _____
Address and Email address: _____

3. Type of Gift/Donation:

ALA Units please complete and attach the National Security Evaluation Sheet provided in your Forms Forms and More Forms

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

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

Please Make Checks or Money Orders payable to S.F.A.C.

Donor Conditions (*please see line 4c below): To be used for Joint Base Lewis McCord Warrior Transition Battalion soldiers and Special Needs. _____

4. Acknowledgement:

By signing below, I, _____ (enter name), of _____ (enter ALA and your Unit #) submit the above referenced gift offer. Furthermore, I acknowledge that I am aware of the following requirements to donate gifts to the Soldier and Family Assistance Center:

- a) Disclaimer: “No US Army endorsement of the supplier, product, or service may be implied or intended” in regards to any gift accepted by the Soldier and Family Assistance Center, the Warrior Transition Battalion, 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 SFACs based on the size of respective WTU population. *Monetary gifts intended specifically for the Fort xxxx SFAC may be accepted; however, donor must specify the intent in “conditions” section above.

- d) Checks or money orders will be submitted to the Garrison Director of Family Morale Welfare and Recreation upon approval.
- e) SFAC 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.
- f) If gift is valued at or under \$15,000:
 - o The Garrison Director of Family Morale Welfare and Recreation is the gift acceptance approving authority
 - o Preliminary approval of tangible gift offers will be determined via designated members of the WTB-SFAC Steering Committee
 - o If approved by the SFAC Donation Committee members, all gift offers will be routed to the Garrison Director of Family Morale, Welfare, and Recreation (DFMWR) for a decision to accept or reject the offer
 - o Expenditure of monetary gifts will be proposed via designated members of the SFAC Donation Committee.
 - o The FMWRC SFAC Program Manager will provide oversight to ensure gifts are used to provide quality of life services on behalf of the Warrior Transition Battalion
- g) If gift is valued above \$15,000 and up to \$50,000, the Garrison Commander is the gift acceptance approving authority
- h) If gift is valued above \$50,000 and up to \$100,000, IMCOM West Regional Director is the gift acceptance approving authority.

Signature of Prospective Donor

Date

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

**Soldier & Family Assistance Center
Box 339500 MS20
Joint Base Lewis-McChord, WA 98433**

**Phone: 253 966-8436/8434/8433
Fax: 253 966-4275**

Part B - Staffing

1. **Staff Member Receiving Offer:**

Date Received: _____
POC (name and number) _____
Recommendations (if any): _____
Comments: _____

2. **Staff Judge Advocate:**

POC (name and number) _____
Recommendations (concur / no concur): _____
 Conditional Gift
 Unconditional Gift
Comments: _____

3. **DMWR Director Approval (required for gifts with a real or estimate value of up to \$15,000)**

Approval: Yes No
Accepted Gifts: _____

4. **Garrison Commander Approval (required for gifts with a real or estimate value of greater than \$15,000, but less than \$50,000)**

Approval: Yes No
Accepted Gifts: _____

5. **SFAC Follow-up (for gifts accepted by director FMWR or Garrison Commander):**

Donor notified: Yes No Date: _____
Delivery arrangements (if applicable): _____
Special notes: _____
Thank you letter sent to donor: Yes No Date: _____
Final update of SFAC Gift Acknowledgement Tracker: Yes No Date: _____