



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
441 G STREET NW  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF

FEB 13 2009

CECW-CO

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND  
DISTRICT COMMANDS, CHIEFS, OPERATIONS DIVISIONS

SUBJECT: Contributions, Fundraising and Recognition Reference Guide

1. I am pleased to announce the availability of the U.S. Army Corps of Engineers Contributions, Fundraising and Recognition Reference Guide (CFRG). The purpose of this guide is to provide consistent information to managers about accepting contributions and working with organizations who seek to raise money to benefit the Corps Natural Resources Management (NRM) Program. The Guide sets forth:

- a. Roles and responsibilities of Corps employees;
- b. Criteria for determining when contributions may be accepted;
- c. Permissible activities associated with fundraising;
- d. Appropriate forms of donor recognition.

2. This guide has been developed in cooperation with the Office of the Chief Counsel. I encourage managers to sit down with their Office of Counsel to review this document together in our continuing effort to provide consistent implementation of our partnering programs. The guide is available at <http://corpslakes.usace.army.mil/partners/policy.html>, part of the NRM Gateway website.

3. Please see this information is given the widest distribution. My point of contact for this activity is Ms. Debra Stokes at (202) 761-1944.

FOR THE COMMANDER:

A handwritten signature in black ink that reads "Meredith W. B. Temple".

MERDITH W. B. TEMPLE  
Major General, USA  
Deputy Commanding General  
for Civil and Emergency Operations