

INSTRUCTIONS

By placing my handwritten initials after each entry, I certify I understand the following instructions

Appropriate coordination and approval are required on all fundraising requests. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request. Once your request is submitted to 50 FSS/FSR, the approval process can take up to 15 days. Plan accordingly. _____ Initials **must be handwritten, not typed.**

1. All fundraising activities must be coordinated through 50 FSS/FSR and 50 SW/JA. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, and AFI 36-3101. **ALL FUNDRAISING MUST BE APPROVED IN ADVANCE.** POs may not advertise an event until the event is approved by 50 FSS/CC, 50 MSG/CC, or 50 SW/CC. Fundraising both on and off-base must be approved. _____ Initials
2. Unless the installation commander approve a PO event, no fundraising is permitted during the **COMBINED FEDERAL CAMPAIGN (CFC)** or **AIR FORCE ASSISTANCE FUND (AFAF)**. _____ Initials
3. Generally, **EMPLOYEES MAY NOT USE** government resources (e.g., fund, equipment, vehicles, supplies, postage, tools, (restricted email use) to support a PO fundraising event [5 CFR 2635.704(a); 5 CFR 2635.808(c)]. _____ Initials
4. No sales or activities are authorized in your official capacity as a member of the Air Force or the Federal government (JER Section 3-300). All **VOLUNTEERS** must act in their **PERSONAL CAPACITY**, be **ON LEAVE OR SPECIAL PASS**, and **OUT OF UNIFORM**. This means no setup or teardown of a fundraiser event while in uniform. All DoD participants must understand that they may only participate in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the JER. _____ Initials
5. The installation commander authorizes the establishment and operation of a PO when he or she determines it will make a **POSITIVE CONTRIBUTION** to the quality of life of base personnel. The commander may withdraw the authorization if the PO prejudices or discredits the U.S. Government, conflicts w/government activities, or for any other reason or just cause. (AFI 34-223, para 6.1). _____ Initials
6. Private Organizations (POs) **must not** do anything that implies Federal endorsement of a fundraising event and **may not** actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in this event must do so with the clear understanding that they may only do so in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the Joint Ethics Regulation (JER). _____ Initials
7. Fundraisers must be conducted **AWAY FROM** the workplace. The installation commander determines which areas of the installation **are** and **are not** workplaces (*See 50 SW/CC Memo, Designation of Authorized Locations for Fundraising and Membership Events, dated 16 Mar 16* for examples of **what are considered "workplaces"** (offices, hangars, flight line) and **what are not considered "workplaces"** (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms). _____ Initials
8. A fundraiser **MAY NOT** consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities. However, occasional sales are permitted. Occasional has been defined as not more than two (2) per calendar quarter. This fundraiser can be authorized if it complies with this definition. _____ Initials
9. Door-to-door solicitation is generally **PROHIBITED** in military housing areas. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques and allow military personnel and their families a peaceful living environment free from unwanted intrusion. As such, access to military housing for door-to-door solicitation is and will be highly restricted. _____ Initials
10. Government email may not be used in furtherance of this fundraiser. (DoD 5500.7-R and AFI 33-119). Advertisement of the event may not appear to be an official Air Force or Schriever AFB endorsement of the event. _____ Initials
11. Solicitation of DoD personnel **JUNIOR IN RANK, GRADE OR POSITION IS NOT ALLOWED WHETHER ON OR OFF-DUTY.** _____ Initials
12. POs may accept gifts and donations; however, they may not solicit gifts or donations on-base. **OFF-BASE SOLICITATIONS MUST CLEARLY INDICATE THAT THEY ARE FOR A PO** and not for the base or any official part of the Air Force. Donor/gift recognition may not be made publicly. Recognition of the gift or donation can only be made to members of the PO or those present at an event benefitting from the donation/gift (AFI 34-223, para 10.15.1.3). _____ Initials
13. POs may not use seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on organization letterhead, correspondence titles, of in association with organization programs, locations, or activities (AFI 34-223, paragraph 10.1.1). _____ Initials
14. Schriever does not have a golf course, so if a PO intends to hold a golf tournament at Peterson, they must comply with the requirements in AFI 34-116, para 1.3.2 and meet Peterson's requirements to obtain approval of their golf course. _____ Initials.