

\$HOW ME THE MONEY!

NOT SO FAST....

Many Private Organizations (POs) and Unofficial Activities at Youngstown Air Reserve Station want to do fundraisers or ask for donations – there are very specific rules regarding when these types of activities may be done AT THE WORKPLACE. Make sure your organization understands the rules, and contacts the legal office for any questions. EDUCATE YOURSELVES! Help your organization and YARS stay within the ethical confines of the law.

- **What Kind of Fundraisers are We Talking About?**
 - These are solicitations/fundraisers conducted by organizations that are directed exclusively at their members. Only Air Force members may conduct internal fundraising activities, and these funds must exclusively benefit Air Force members. This restriction also applies to internal POs governed by AFI 34-223.
 - Examples: squadron special event or benefit food sale for the unit
Christmas party or a collection to assist fellow employees in need.
 - NOT SO FAST: If your fundraiser will benefit non-Air Force members, you may not do a fundraiser at the workplace. Please contact the Legal Office or 910 FSS/FSV for more information.

- **What is the Workplace?**
 - Installation commanders determine which areas of the installation are workplaces (for example, offices, hangars, flight line) and which are not (for example, base quarters, entrances, lobbies or concourses of buildings, schools, chapels). AFI 36-2101, para 13.3

- **How do I Plan our Fundraiser?**
 - Contact 910 FSS/FSV and complete a Fundraiser Request Form
 - Start planning far in advance of your proposed event in order to make changes if necessary
 - 910 FSS/FSV will staff your proposal, get a legal review, and ask for approval from the Installation CC.

- **What Else Should I Think About?**
 - Your use of resources is limited by AFI 34-223 – educate yourself.
 - Official endorsement is authorized IAW DoD 5500.7-R, Section 3-210.a. See what is available to you.
 - NOT SO FAST: Conducting during CFC or AFAF is NOT AUTHORIZED.

**For more information or if you have questions, see AFI 34-223 or please call
YARS at DSN 346-1334 or send your question to
nancy.rubino.1@us.af.mil.**