

# **\$HOW ME THE MONEY!**

## **NOT SO FAST....**

**Many Private Organizations (POs) and Unofficial Activities at Younstown 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.**

### **IF YOU WANT TO SOLICIT FOR LOCAL INTERNAL PROGRAMS AWAY FROM THE WORKPLACE:**

- Identifying 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
- These are solicitations conducted by organizations that are directed exclusively at their members. Only Air Force members may conduct internal fundraising activities (for example, solicitations, special events, and benefits), and these funds must exclusively benefit Air Force members. This restriction also applies to internal private organizations governed by AFI 34-223 or would be if their assets exceeded the minimums listed in AFI 34-223.
  - Typical examples: benefit sales by base scout troops, athletic teams, or youth activities; and special events or benefits conducted by private, social, or professional organizations associated with the installation and composed primarily of DoD employees.
- Must be approved by the Installation CC.
  - The Installation CC determines whether the activities is “away from the workplace” and ensures that activities do not detract from CFC or AFAF campaigns if in progress.
- Use of resources is limited by AFI 34-223.
- Official endorsement is authorized IAW DoD 5500.7-R, Section 3-210.a.
  - To be eligible for official support and endorsement, the fundraising must be conducted by DoD employees, among DoD employees, for the benefit of DoD employees.
    - Examples include (but are not limited to) spouses’ clubs, organization booster clubs, base-chartered scouting organizations, Company Grade Officers’ Association, Non-Commissioned Officers’ Association, and so on.

**IF YOU WANT TO SOLICIT FOR A LOCAL EXTERNAL PRIVATE VOLUNTARY ORGANIZATION AWAY FROM THE WORKPLACE:**

- Identifying 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
- Examples of these types of solicitations include seasonal, traditional, or unique human care projects; fundraising drives for local, regional or national external charities or civil relief organizations and charitable collections to aid nonmilitary members of the local community, and so on.
  - Seasonal, Traditional, and Unique Human-Care Projects-These projects vary from installation to installation. You may support them through off-the-job solicitations, special events, and benefits. They include certain fundraising activities such as the use of "Poppies" by veterans' organizations, or food or toy collections from boxes in public areas of Federal buildings, or installations, when approved by the commander or heads of field installations or activities.
- Must get approval from the Installation CC. The Installation CC evaluates each request on its own merits. The Installation CC uses discretion, maintains good order and allows equal access to installation public areas (away from the workplace).
- Use of resources is limited by AFI 34-223.
- Official endorsement is not authorized.
- 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](mailto:nancy.rubino.1@us.af.mil).**