

# **SHOW 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 for off-base charities. There are very specific rules regarding when these types of activities may be done AWAY FROM 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 Kinds of Fundraisers Are We Talking About?**
  - 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.
  
- **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
  - State 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

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).
  
- **What Else Should I Think About?**
  - The use of government 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).**