

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

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

**Many Private Organizations (POs) and Unofficial Activities at Youngstown Air Reserve Station ask private local businesses for donations/gifts/money. Such solicitations are LEGAL, but there are some important rules to remember. 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.**

- POs and unofficial activities/organizations may accept gifts and donations.
- POs and unofficial activities/organizations will not solicit gifts or donations on base.
- Off-base solicitations must clearly indicate that they are for a PO or an unofficial activity/organization, 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 benefiting from the donation/gift.
- POs and unofficial activities/organizations are prohibited from actions, which make it appear that the installation is endorsing or giving special treatment to the donors/givers involved.
  - \*\*\*POs and unofficial activities operating on an AF installation are prohibited from engaging in any conduct which has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns.
- The use of Government equipment and systems for other than official purposes is extremely limited. Government systems (daily bulletin boards and or electronic public folders) may be used to provide notice of unofficial off-installation fundraising campaigns and volunteer requests if approved by the Installation Commander. In no event should official email, mail, computers, copiers, BITS, etc., be used to provide notice of these type of activities.”
- If an AF employee will solicit a gift for a base-affiliated private organization, the employee may not use official e-mail to provide notice of unofficial off-installation fundraising campaigns.

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).