

52d Fighter Wing

Mission Airmen Community

Fundraising





Overview

- Resources
- What is Fundraising?
- Private Organizations
- Unofficial Activities
- How to Create a Private Organization
- Combined Federal Campaign (CFC) & Air Force Assistance Fund (AFAF)
- How to request a Fundraiser/Common Issues
- JA/FSS Role
- Do's & Don'ts
 - Advertising
 - In-Kind Collections
 - Commercial Sponsorships
- Common Issues



Resources

- **AFI 36-3101, *Fundraising*, 9 October 2018**
- **AFI 34-223, *Private Organizations Program*, 13 December 2018**
- **AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, 21 August 2018**
- **DoD 5500.07-R, *The Joint Ethics Regulation (JER) 3-210 & 3-211***



What is Fundraising?

- Fundraising is the raising of funds for a nonprofit organization other than a political organization through solicitation of funds or sale of items; or participation in the conduct of an event by an employee where any portion of the cost of attendance or participation may be taken as a charitable tax deduction by a person incurring that cost.

5 C.F.R. 2635.808(a)





Who Can Fundraise?

- **Must be one of the following to fundraise:**
 - Private Organization registered with 52 FSS
 - Unit Unofficial Activity
 - Private Organizations External to the base
 - Girl/Boy Scouts
 - American Red Cross
- **Common Fundraisers**
 - Bake Sales
 - Pie in the Face
 - Golf Tournaments
 - Holiday Bazaar (Annually)





Private Organizations

1. Private Organizations. Private Organizations are self-sustaining special interest groups, set up by individuals acting exclusively outside the scope of any official capacity as members of the Air Force or Federal Government, to include civilians, contractors, Air Reserve and Air National Guard members. They operate on Air Force installations with the written consent of the Installation Commander.

1.3.2. Service members may not perform activities for Private Organizations while in an official duty status. **(T-1)**

1.3.3. A Private Organization's official communication support will be limited.

- **Booster Clubs**
- **Spangdahlem Chiefs Group**
- **Spangdahlem Top III Council**
- **5/6 Council**



Unit Unofficial Activities

2.2. Unofficial unit-affiliated activities (e.g., coffee funds, water funds, sunshine funds) are not considered Private Organizations, unless current assets (cash, receivables and investments) exceed a monthly average of \$1,000 over a three (3)-month period. On-hand inventory is not included in current asset calculations. Activities which exceed the asset limit (\$1,000) must become a recognized Private Organization, discontinue operations, or reduce its current assets below the \$1,000 threshold. **(T-1)**

- **Snack Bar Jar**
- **Sunshine Fund**





How to Create a Private Organization

- Everything starts with FSS

9. Setting up a Private Organization. A Private Organization must submit a written constitution, bylaws, or other similar documents, outlined by the Air Force Services Activity operational guidance and procedures through the Force Support Resource Management/Resource Management Flight Chief, Force Support Squadron Commander/Director and Staff Judge Advocate for consideration by the Installation Commander. (T-1) Department of Defense personnel may not be on official duty time when developing constitutions, bylaws, or similar documents in support of Private Organization activities. (T-1)

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- Once everything is complete on their end it comes to legal for review



Combined Federal Campaign (CFC)

- CFC is held annually and is the only authorized solicitation of personnel in the Federal workplace on behalf of charities.

3.3.9. Ensure only limited ad hoc fundraising takes place during the Combined Federal Campaign and does not detract from or interfere with the Campaign. Because of the annual timing of the campaign, ad hoc fundraising to support unit holiday parties is specifically allowed during the Combined Federal Campaign. The installation commander, or their delegate, is the approval authority for any ad hoc fundraising activities during the Combined Federal Campaign. Guidance for ad hoc fundraising are outlined in **Chapter 5. (T-3)**

- From 1 Sept □ 15 January Air Force wide
 - Spangdahlem dates determined on a case by case



Air Force Assistance Fund ***(AFAF)***

4.1. Air Force Assistance Fund. The Air Force Assistance Fund campaign supports the four official and affiliate charities of the United States Air Force: Air Force Aid Society; Air Force Village Charitable Foundation; Air Force Enlisted Village; and the General and Mrs. Curtis E. LeMay Foundation.

4.6.5. Ensure only limited ad hoc fundraising takes place during the Air Force Assistance Fund Campaign and does not detract from or interfere with the Campaign. The installation commander, or their delegate, is the approval authority for any ad hoc fundraising activities during the Air Force Assistance Fund campaign. Guidance for ad hoc fundraising are outlined in **Chapter 5. (T-3)**

- **Usually from 1 March □ 15 May Air Force Wide**
 - **Spangdahlem dates determined on a case by case**



How to Request a Fundraiser

FUNDRAISER REQUEST FORM (Revised June 2020)					
DATE OF REQUEST			FUNDRAISER DATE		
FUNDRAISER TIME			FUNDRAISER LOCATION		
NAME OF ORGANIZATION:					
NAME OF RESPONSIBLE INDIVIDUAL:					
PHONE NUMBER:					
EMAIL:					
NUMBER OF PREVIOUS FUNDRAISERS HELD WITHIN THE QUARTER: (Only 3 fundraisers permitted per Quarter)					
<p>NOTICE: I request authorization to hold a fundraising event on Spangdahlem AB, Germany. If approved, I further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, and liability, however caused, arising out of, or in any way connected with this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the United States or member of the United States Armed Forces. I understand should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable.</p>					
DETAILS of EVENT: PO or Unofficial Activity needs to plan out the WHO, WHAT, WHERE, WHEN, WHY and HOW. (Be complete and if necessary, attach separate page)			Is your organization a....		
			Private Organization registered with 52 FSS/FSR	<input type="checkbox"/>	
Number of volunteers?	Military		Civilian		Unit Unofficial Activity (Ex: Coffee fund, sunshine fund, etc.) *Note: If your cash/assets exceed a 3 month average of \$1k/month for 3 months, you must register as a PO
2. What will be sold, for how much, any pre-sale activities (describe when/where/how):			Private Organization external to the base		
			Check Appropriate Box		YES
			All participants will be volunteers, not in uniform, & if event is conducted during duty hours will be on leave/pass.		NO
3. How are the funds going to be used? (i.e., purchase awards/plaques, defray cost of events to members, support charitable activities):			Does this event involve food? (Must coordinate w/Public Health)		<input type="checkbox"/>
			Does Fundraiser occur during the CFC/AFAF campaign? (No PO can conduct a fundraiser during CFC/AFAF campaign)		<input type="checkbox"/>
<p>Note: Only Unofficial Unit-affiliated Activities can fundraise during the CFC/AFAF within their units. Unit commanders may approve all Unofficial Unit-affiliated Activity fundraising.</p>					
COORDINATION					
START 52 FSS/FSR	FACILITY MANAGER	PUBLIC HEALTH (Skip if no food)	BASE FIRE MARSHALL (Skip if no BBQ/meal flame)	52 FW/JA	RETURN TO 52 FSS/FSR



Common Fundraising Form Issues

- Past date on the fundraiser
- Not having all necessary signatures
- Fundraising during the CFC/AFAF
- Exceeding 3 fundraisers per quarter
- Not everything is filled correctly in the form
- Not reading the boxes before checking them





For Us by Us

- Fundraising for the support of unit members and their family members
- Such funds collections should be for the minimal amount of time necessary to plan and execute the social event.
- Must stay below \$1k over a three-month period
- two-person accountability for all funds collected
- Examples:
 - Collecting funds in advance for holiday party/event (landing fees)
 - Small amounts for B-day cards, going away gifts, flowers etc.
 - Completely voluntary and cannot exceed \$10



JA Role

- Do NOT provide legal advise PO's & UA's
- Guide PO's & UA's through compliance with instruction
- Advice commander on approving/denying fundraiser requests
- Review Constitutions and Bylaws



FSS Role

- Installation commander has delegated approval to MSG/CC
- Maintain a file on each installation Private Organization
- Will annually review the Private Organization's folder to ensure financial statements, documents, records, and other information as required this Instruction and the Private Organization guide are in order.
- Ensure background checks are completed for employees and volunteers of Private Organizations who have contact with children under the age of 18
- Advice CC on revoking or continue permission to operate



Do's and Don'ts





Do's and Don'ts Cont.

■ Advertising

- You **cannot** use **official** communications systems
 - Ex. Government email
- You **can** use **unofficial** communications systems
 - Ex. Spangdahlem Web Sales/Facebook
- All flyers have to be reviewed by JA
- No using government email or phone numbers
- No using rank
- Everything must be done in a personal capacity
- Not competing with AAFES
- Can accept random gifts and donations from permitted sources (coordinate with FSS & JA)



Do's and Don'ts Cont.

- Fundraise outside of uniforms
- On leave or special pass
- No fundraising in the work area
- In-Kind Collections
 - Not consider fundraising
 - BUT same rules should be followed
 - We still want to see a fundraiser request for these kind of events to make everyone aware of what is going on and where
 - *Does not count towards the 3 fundraisers per quarter*
 - Ex. food/toy drives
- **NOT allowed:**
 - Commercial Sponsorship
 - Soliciting donations
 - Soliciting gifts from off base community
 - Raffles/Games of Chance



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Questions?

