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Services



**FUND-RAISING FOR ALL GRAND FORKS AFB
PRIVATE ORGANIZATIONS AND
UNOFFICIAL ACTIVITIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 319 SVS/SVF
(Mr. Thomas Rector)

Certified by: 319 SVS/CC
(Maj Elizabeth Demmons)
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This instruction establishes procedures for private organizations in organizing and executing fund-raising events.

1. References:

- 1.1. AFI 34-223
- 1.2. Air Force Private Organization Guide

2. Scope:

2.1. This instruction applies to all organizations (official and unofficial) involved in fund-raising activities. All fund-raising events held on GFAFB are subject to this instruction.

3. Responsibilities:

3.1. The Installation Commander or designated representative will approve all fund-raising events held on Grand Forks Air Force Base. Fund-raising events must be requested on a fund-raising request letter (**Attachment 1**), and routed through all appropriate coordination prior to submission to the Services Squadron commander.

3.2. All private organizations and unofficial activities are authorized to conduct not more than two approved fund-raisers per calendar quarter on the installation.

4. General Provisions:

4.1. Private organizations and unofficial activities will not engage in activities that duplicate or compete with any Services or Non-Appropriated Fund Instrumentality (NAFI) Activities, including AAFES, and AAFES contracted vending machines.

4.2. Private organizations and unofficial activities are authorized to conduct approved “food type” fund-raisers on Mondays only, with the exception of “breakfast food events.” Approved breakfast food type events may be conducted any day of the week. No “delivery” type food events are authorized at any time, i.e., breakfast burritos, sausage biscuits. All fund-raising activity must be conducted in common areas and not the workplace.

4.3. Private organizations and unofficial activities may be required to obtain insurance commensurate with the risks involved in special events.

4.4. Private organizations and unofficial activities must comply with all applicable federal, state, and local laws governing like civilian activities. Private organizations may not sell, redistribute, or serve (including under purchasing sharing concept) any alcoholic beverages.

4.5. Private organizations and unofficial activities are prohibited from conducting games of chance, lotteries, raffles, or other gambling type activities as fund raisers without appropriate coordination with state, county, and local treasury offices or government officials.

4.6. A fund-raising request letter must be processed through the Services Squadron commander’s office for coordination with the 319 ARW/JA and approval by the Installation Commander or designee at least two (2) weeks prior to the proposed fund-raising event.

4.7. Coordination for fund-raising events depend on the type of activity proposed. Military Public Health must coordinate on all events involving food. The Security Forces Squadron will coordinate on all events affecting traffic or security. The facility manager of location of event must coordinate to assure knowledge of the event. Coordination with state government agencies may be required for certain type of activities such as raffles or games of chance. All coordination must be complete prior to submission to the Services Squadron commander.

4.7.1. The Installation Commander retains final approval authority regardless of coordinating agency approval.

4.8. Private organizations and unofficial activities are discouraged from soliciting for donations from any off-base business, firm or corporation. Private organizations and unofficial activities must not under any circumstances present themselves as representatives of the US Air Force or Grand Forks AFB. Private organizations and unofficial activities are prohibited from requesting or soliciting donations on base, to include squadron Christmas parties.

4.9. Fund-raising events cannot be conducted in the work place during the Combined Federal Campaign or the Air Force Assistance Fund Campaign, IAW AFI 36-3101. The following areas are designated as “non-workplace”: lobbies, entrances, and concourses to buildings; parking lots; base quarters; common areas such as foyers and hallways; and recreation facilities (excluding any administrative areas). Facilities may also be considered “non-workplace” when closed for normal operations or used as a public assembly area to support recreational leisure time or other non-duty related events.

5. Procedures For Resale Activities:

5.1. Sales must be limited to infrequent occasions. Any request for frequent or continuous sales of merchandise requires an AF level waiver.

5.2. The Installation Commander or designated representative may approve the occasional sale of merchandise for fund-raising; however, the merchandise must not be listed in AFI 34-210, AAFES Operating Policies.

5.3. Private organizations, unofficial activities and/or any non Services or AAFES activity may not conduct fund-raising activities in a Services or AAFES facility unless coordinated with or, under contract to that activity. The hosting activity must be receiving benefit or reimbursement (financial or otherwise) for the use of the facility or services being provided.

5.3.1. Private organizations, unofficial activities, and/or any non Services or AAFES activities are categorized into three groups for this purpose:

5.3.1.1. Favored support: Activity manager determines that the event or activity will support or enhance the facility's mission. NAF cost will be recovered through the details of the event, i.e., food or bar sales.

5.3.1.2. Complimentary support: Activity manager determines that the event compliments the operation or mission, and access an "at cost fee" for the use of the NAF services provided.

5.3.1.3. Private enterprise support: Activity manager determines that the event is not necessarily favored or complimentary and is in fact mostly beneficial to the event owner and not the public. Manger will assess a fee consummate with expected event revenue generation, i.e., 20% of receipts.

6. Procedures For Other Fund-Raising Activities:

6.1. Any food sales must be coordinated through the Military Public Health office. When other than pre-packaged food or traditional bake sale cookies and brownies are served, all food servers and preparers must have food handlers training. All food purchased for resale must be purchased from an approved source. Proper food preparation and storage requirements must be maintained IAW applicable regulations.

6.2. Private organizations and unofficial activities using the commissary to purchase items to be resold during fund-raising events must insure that all customers are authorized commissary use. Commissary items may not be purchased with the "intent" to resale to unauthorized users, to include sales at squadron funded snack bars to civilians.

6.2.1. Private organizations and unofficial activities are encouraged to register with the IRS for tax purposes. Private organizations and unofficial activities should request to be issued a 'tax exempt' number which would allow organizations to purchase resale items from commercial sources without having to pay sales tax. The Services squadron sometimes contracts officially registered organizations to conduct operations for Services at carnivals and air shows. All organizations must report earnings in accordance with the US Federal tax code. The tax ID number would allow the organizations to be compensated with the resulting IRS Form 1099 being assigned to the organization and not to an individual's income statement.

MARK F. RAMSAY, Colonel, USAF
Commander, 319th Air Refueling Wing

Attachment 1

OFFICIAL REQUEST FOR APPROVAL FOR FUND-RAISING ACTIVITY IAW
AFI 36-3101

Instructions: Complete this form and provide the original with all necessary attachments to 319 SVS/SVF. Final approval authority is the 319 MSG/CC. Your request will be coordinated with appropriate staffing agencies and a written response will be provided. Therefore, it is necessary that you submit your request at least 2 weeks prior to the proposed event.

Remember, you may not begin your fund-raising effort (including advertisement) until you have written approval from the 319 MSG/CC.

MEMORANDUM FOR 319 MSG/CC _____ Date

FROM: _____ Name of Entity Requesting Approval

SUBJECT: Fund Raiser Request

1. We would like permission to conduct a(n) _____ on _____ 200__ at _____. (Date) (Place)

2. The following is a detailed explanation of our proposed fundraiser: *

**At a minimum, include: who is to be involved in the activity, what the proceeds of the fund raiser will be used for, and any other information explaining the mechanics of the proposed event.*

3. As the individual submitting this request for the entity named above, I certify the following to be true: **(you must initial each line)**

_____ a. This proposed fund raiser is NOT part of a continuous resale activity (**No more than two fund-raisers per calendar quarter per organization are allowed**). The dates of our last fund-raising activities were _____, and _____.

_____ b. All military members participating will be in civilian attire and in a non-duty status.

_____ c. The use of government resources will NOT be used. The use of government resources (such as government supplies, equipment, and email) to advertise the sale is prohibited. This prohibition extends to using official Air Force letterhead to request event approval.

_____ d. This fundraiser will NOT involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fund-raising effort.

_____ e. The Joint Ethics Regulation, DOD 5500.7-R is a punitive regulation, which prohibits DOD employees from soliciting (asking or obtaining) donations from local businesses on behalf of the AF or US Government. AFI 34-223 prohibits private organizations or unofficial groups from soliciting donations on base.

4. I am the organization's _____ (Title). If you have any questions, please contact me at _____. (Phone)

(Signature)
(Printed Name)

1st Ind, 319 SVS/SVF

MEMORANDUM FOR 319 ARW/JA

This event has/has not been coordinated on the Private Organization calendar.
The organization is operating as Official registered/Unofficial.
The organization's files are current/N/A.

THOMAS RECTOR, GS-12, DAFC
Chief, Resource Management Flight

2nd Ind, 319 ARW/JA

MEMORANDUM FOR 319 MSG/CC

I have reviewed this fund-raiser request and recommend that you approve/disapprove this event pursuant to AFI 36-3101, Table 1, Rule _____. An additional legal review is/is not attached.

Assistant Staff Judge Advocate, 319 ARW