



DEPARTMENT OF THE AIR FORCE

HEADQUARTERS 319TH AIR REFUELING WING (AMC)
GRAND FORKS AIR FORCE BASE, NORTH DAKOTA

12 June 2009

MEMORANDUM FOR DISTRIBUTION A

FROM: 319 ARW/CC

SUBJECT: 319th Air Refueling Wing Policy Memorandum 05-13; off-base Solicitation by
Private and Unofficial Organizations

1. Our relationship with the Grand Forks community is vital and critical to our continued success. The extensive community support our base receives is unprecedented. Military members and their families enjoy free admission to many University of North Dakota sporting events and cultural events in the community as just one example. GFAFB members and their families enjoy these benefits because of the generosity of civic leaders and merchants. However, this generosity may be abused. Continuous solicitations of local merchants and others by private or unofficial organizations for donations in light of the extensive unsolicited support already received, may make the GFAFB personnel look unappreciative and opportunistic. Accordingly, all off-base solicitations by private or unofficial organizations must be for charitable, philanthropic, or goodwill purposes. For example, authorized solicitations include requests for auction donations where the auction proceeds will benefit a scholarship fund for military dependents or requests for monetary donations to defray the cost of tickets for junior-ranking Airmen to attend a base-wide or community event. Off-base solicitations shall not be made for gifts or donations to serve as "door prizes" for a private or unofficial organization's holiday party, picnic, going-away party or similar event.
2. Under AFI 34-223, Private Organization (PO) Program, Grand Forks Air Base (GFAFB) private and unofficial organizations are authorized upon approval of the 319 MSG/CC to solicit gifts or donations from off-base merchants as long as they clearly indicate that the solicitation is by their organization, and not by the base, or any official Air Force entity. By following additional guidelines we can ensure requests for off-base donations are consistent with the goals of GFAFB.
3. Again, to maintain positive relations with the off-base community, all organizations must request approval for donations. Organizations should follow the same process required for any off-base solicitations of on-base fundraisers. At least 8 weeks prior to the date of the event, the off-base solicitation form must be submitted to the 319th FSS/FSR. Resource Management Flight Chief at (701) 747-6992, for coordination with final approval from the 319 MSG/CC.
4. If there are any questions, my POC is Mr. Neil Sauve, 319FSS/FSR, at (701) 747-6992.

JOHN E. MICHEL, Colonel, USAF
Commander