

Contractors

You may not solicit funds or other support from a company for an unofficial fundraising event or effort if you know that the company is a DOD contractor. Similarly, you may not solicit funds or other support from an individual for an unofficial fundraising event or effort if you know that the individual is an employee of a DOD contractor.

Fundraising for Employee Organization Welfare Funds

The guidelines for fundraising in this category are generally the same as for unofficial fundraising events or efforts. The exception is that employees are allowed to officially endorse fundraising for employee organization welfare funds.

If a fundraising event for an employee organization welfare fund will be held at the workplace, it may not be held during CFC or AFAF. If a fundraising event for such a fund will be held away from the workplace, it may be held during CFC or AFAF, as long as it does not detract from the CFC or AFAF campaigns. Before setting up an event of this sort, check with an ethics official to ensure that the event is in line with Air Force policies.

Fundraising for employee organization welfare funds is carried out by a unit or organization composed solely of DOD employees or their dependents, and conducted among the members of the unit or organization for the benefit of welfare funds for the members of the unit or organization.

Miscellaneous

- * If you are going to make a speech to a group as part of your official duties, you may not inform the group that you would prefer the group to make a donation to a charity rather than receive the standard gift or memento in connection with the speech.
- * Fundraisers by Air Force-sponsored private organizations, such as the CGOC, must

comply with the rules in the private organization instruction (AFI 34-223), as well as the rules in the fundraising instruction (AFI 36-3101) and the Joint Ethics Regulation. Ask your supervisor or an ethics officer to help you find the rules that apply to your proposed event.

- * A commander may allow the use of government facilities or equipment by a nonfederal organization for a fundraising event. If the event will be at a Services facility (i.e., golf course, bowling facility, athletic field), it must also comply with AFI 34-262. If the event will be at the base golf course, it must also comply with Air Force Manual 34-130.
- * Putting out boxes to collect toys, clothing, canned goods, etc. (but not cash), in public areas such as lobbies or entrances is not considered to be “fundraising” and can be approved by the installation commander.

References:

AFI 36-3101; J.E.R. 3-210; 5 C.F.R. 2635.808



Published by the USAF Ethics Office

Website: www.safgc.hq.af.mil/organizations/gca/index.asp

Current as of 17 January 2020



FUNDRAISING

“Integrity First”

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This pamphlet provides a brief overview of the rules and guidelines covering three types of recognized fundraising: official, unofficial, and fundraising for employee organization welfare funds.

Official Fundraising

If *all funds* raised by an event or effort will go to a Combined Federal Campaign (CFC), Air Force Assistance Fund (AFAF), Army Emergency Relief, Navy-Marine Corps Relief Society, or an OPM-approved emergency or disaster appeal, the event or effort is considered to be “official fundraising” (i.e., it is official business).

If you are involved in an official fundraising campaign you may use government time, equipment, and supplies.

You may endorse official fundraising efforts in statements and on web sites and other promotional materials.

You may use (and allow others to use) your government title and organization name in support of these fundraising efforts.

Unofficial Fundraising

If *any part* of the raised funds will go to an organization or effort other than those listed above for official fundraising, the event or effort is “unofficial” fundraising. Fundraising includes asking someone for a monetary contribution. It also includes circulating an order form for holiday gift wrap or cookies.

Tax Deductible Attendance

You may not participate actively and visibly in the promotion, production, or presentation of an unofficial fundraiser in an official capacity. Prohibited activities include serving as an honorary chairperson, sitting at a head table during an event, standing in a reception line, and public speaking (except for an official speech). Mere

attendance at the event in an official capacity is permitted provided that, to your knowledge, your attendance is not used by the non-profit organization to promote the event.

Personal Participation

You may participate in unofficial fundraising activities in your personal, off-duty capacity if you act exclusively outside the scope of your official position.

Fundraising on Base

You may conduct on-base fundraising efforts on personal time if base officials have approved the event and the event will take place away from the workplace.

At the Workplace vs. Away from the Workplace

For fundraising purposes, the workplace includes offices, hangars, and the flightline. Away from the workplace includes base quarters, entrances, lobbies or concourses of buildings, schools, and chapels. All on-base fundraisers require command approval.

Endorsing Unofficial Fundraisers

You may not officially endorse or appear to endorse non-federal organizations or their events, products, services, or enterprises (including fundraising events). Also, you are prohibited from endorsing or appearing to endorse, unofficial fundraising efforts. Thus, you may not officially and publicly praise an unofficial fundraising event or encourage other employees to support it.

Informative Memos

Official channels may be used to notify other employees of events of common interest sponsored by non-federal organizations. For example, a commander may issue an informative memo on the existence of a nonfederal organization and a membership drive or fundraising drive by that organization. Such informative memos must be neutral and factual, and should avoid the use of words such as: “endorse,” “support,” “encourage,” “recommend,” and “urge.”

Informative E-Mails

Air Force employees should avoid using official e-mail systems to inform other employees about unofficial fundraising activities unless approved by the organization’s commander.

Off-Base Publicity

Commanders can publicize off-base fundraising activities, requests for volunteers, etc., in daily bulletins, base radio or television stations, or on bulletin boards. Commanders may not discriminate among organizations. It is not appropriate to publicize any organization during CFC or AFAF.

Government Time

You may not use official time to support an unofficial fundraising event or effort (including using official time to serve on a planning committee, advisory board, or oversight board).

Government Resources

You may not use government resources (e.g., funds, equipment, vehicles, supplies, postage) to support an unofficial fundraising event or effort (except to notify other employees of the event, as described above).

Reference to Title and Organization

You may not use (or allow others to use) your official title or the name of your government organization in connection with an unofficial fundraising event or effort.

Soliciting Support

You may not ask or allow subordinates or junior personnel to use their official time in support of an unofficial fundraising event or effort. You may not solicit funds, the purchase of items (such as tickets), or other support (e.g., personal time) from subordinates in connection with an unofficial fundraising event or effort. Again, unofficial fundraisers should not take place in the workplace.