

INSTRUCTIONS

1. Appropriate coordination and approval are required on all fundraising request. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.
2. All fundraising activities must be coordinated through 633d FSS and 633 ABW/JA. Generally, fundraising is governed by AFI 36-3101, *Fundraising Within the Air Force* (IC 2002-1, 12 Jul 02).
3. Air Force members **must not** do anything that implies Federal endorsement of a fundraising event and **may not** actively participate in fundraising **while on duty, in uniform, or while at the workplace**. All DoD members who participate in this event must do so with the clear understanding that they may only do so in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the Joint Ethics Regulation (JER).
4. Fundraisers **are to be** conducted **away from** the workplace. The installation commander determines which areas of the installation are and are not workplaces. The AFI provides examples of what are considered “workplaces” (offices, hangars, flight line) and what are not considered “workplaces” (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms). The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.
5. A fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES, Force Support, or NAFI activities. However, occasional sales are permitted. **Occasional has been defined as not more than two (2) per calendar quarter**. This fundraiser can be authorized if it complies with this definition.
6. Door-to-door solicitation is largely prohibited in military housing areas. This prohibition exists to protect the security of the air base wing, avoid high-pressure sales techniques and allow military personnel and their families a peaceful living environment free from unwanted intrusion. As such, access to military housing for door-to-door solicitation is and will be highly restricted.
7. **Government email may not be used in furtherance of this fundraiser**. (AFI 33-119/ACC Sup 1) Any advertisement of the event may not appear to be an official endorsement of the event.
8. Finally, solicitation of DoD personnel junior in rank, grade or position is not allowed.
9. If the request states using a **flyer** a copy must be attached and a disclaimer must be part of this document.

COORDINATION

Once submitted to 633 FSS, the approval process can take up to ten (30) business days. Plan accordingly.

1. If event **does not** involve the handling or preparation of food, coordinate through:
 - A. Resource Management Office (633 FSS/FSR)
 - B. Legal Office (633 ABW/JA)
 - C. 633 FSS/CC
2. If event **does involve** food preparation i.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through:
 - A. Public Health – **764-6731**
 - B. Resource Management Office (633 FSS/FSR)
 - C. Legal Office (633d ABW/JA)
 - D. 633 FSS/CC
3. If the event involves **non-DoD personnel** coordinate through:
 - A. Base Safety (633 ABW/SE)
 - B. Security Forces (633 SFS)
 - C. Public Affairs (633/PA)
 - D. Resource Management Office (633 FSS/FSR)
 - E. Legal Office (633 ABW/JA)
 - F. 633 FSS/CC