

**BY ORDER OF THE COMMANDER
59TH MEDICAL WING**

59TH MEDICAL WING INSTRUCTION 34-201

3 AUGUST 2009

*Incorporating Change 1, 11 October 2013
Certified Current 08 September 2015
Services*



**FUNDRAISING WITHIN THE 59TH
MEDICAL WING**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 59MDW/SGAR

Certified by: 59MDW/SGAR
(Major Neva Vanderschaegen)

Supersedes: MDWI 34-201,
16 February 2006

Pages: 6

This instruction implements Air Force Policy Directive 34-2, *Managing Non-Appropriated Funds*. This Medical Wing Instruction establishes the policies and procedures for proper fundraising within the 59th Medical Wing (MDW). This instruction applies to all personnel assigned, attached, or on contract to the 59 MDW. This instruction does not apply to the Air National Guard or Air Force Reserve. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System Records Disposition Schedule.

SUMMARY OF CHANGES

Changed facility name and fundraising locations. A margin bar (|) indicates newly revised material.

1. Responsibilities.

- 1.1. The 59 MDW Wing Commander (59 MDW/CC) is responsible for identifying the non-workplace areas of Wilford Hall Ambulatory Surgical Center (WHASC).
- 1.2. The 59 MDW Vice Wing Commander (59 MDW/CV) is responsible for approving or denying all requests for fundraising events.

1.3. Facilities Management (MLRS/SGSKF) is responsible for the reservations of all fundraising events at the clinic and chapel location to ensure there is no conflict between different events.

1.4. The command section is responsible for the reservations of all fundraising events at the Atrium and Patio. Atrium CCES @ 292-5999 and Patio CCCE @ 292-7015.

1.5. 59 MDW personnel are responsible for complying with this publication and the guidelines in the DoD 5500.7 R *Joint Ethics Regulation* (JER), AFI 36-3101, *Fundraising Within the Air Force* and AFI 34-223, *Private Organization (PO) Program*. Failure to adhere to the proper procedures may result in suspension of fundraising privileges and other actions as deemed appropriate by the 59 MDW/CC.

2. Personnel Authorized.

2.1. Organizations composed of military members and civilian employees may raise funds from among their own members for organizational support or for the benefit of their members. These organizations can be either chartered Private Organizations (PO) (such as the Top Three Association) or unofficial activities/organizations (such as unit “sunshine” or snack/coffee funds), as defined in AFI 34-223.

2.2. Unofficial activities/organizations whose assets exceed a monthly average of \$1,000 over a three-month period must become a PO in accordance with AFI 34-223. The 37th Services Division is the office of primary responsibility (OPR) for the establishment of a PO. Whether held by a PO or unofficial activity/organization, occasional fundraising events must comply with the requirements of AFI 36-3101 and AFI 34-223. AFI 34-223 defines “occasional” sales for fundraising purposes as being not more than two events per calendar quarter.

3. Designated Areas.

3.1. Fundraising events aimed at those outside the organization may be held at the locations, designated in paragraph 3.2 as WHASC “non-workplace” locations, only with the pre-approval of the proper authority.

3.2. At WHASC, the designated non-workplace locations for purposes of fundraising and for food/toy collection are as follows:

3.2.1. The main entrance atrium/first floor.

3.2.2. The clinic entrance/first floor.

3.2.3. The area in front of the chapel in the basement.

3.2.4. The Patio.

4. Prohibited Dates for Fundraising.

4.1. The Air Force conducts two annual fundraising campaigns at the workplace: the Combined Federal Campaign (CFC) and Air Force Assistance Fund (AFAF) Campaign. No other fundraising by a non-Federal entity may be conducted within the workplace.

4.2. During the annual AFAF and CFC campaigns, there will be no fundraising in non-workplace areas by POs or unofficial activity/organization, unless the fundraising event is otherwise legal and is approved by the 59 MDW/CC. In all such specially approved

fundraising events, the donor must have the option of designating his/her donation to a specific participating CFC or AFAP organization or be advised that the donation will be counted as an undesignated contribution and distributed according to Office of Personnel Management (OPM) regulations.

5. Fundraising During Duty Hours.

5.1. Air Force members may support fundraising activities as individuals as long as they do nothing that implies Federal endorsement and do not do so while on duty (i.e. must be on leave or a normal day off, or shift worker prior to scheduled duty time).

5.1.1. The participants must be in civilian clothes.

5.1.2. Only volunteers who are members of the fundraising organization may participate in the fundraising.

5.1.3. Supervisors will not give time off for personnel to engage in a fundraising event, nor will "comp-time" be granted before or after the event.

5.2. Golf tournament fundraising events may be held during duty hours, but organizers and participants must be on leave, pass, or otherwise in a legitimate non-duty status. This is distinguishable from command-sponsored and funded golf tournaments, where personnel may participate in duty status.

5.3. Although it is 59th Medical Wing Policy to limit fundraising activities to one day, in rare cases, the 59 MDW/CC or designee can approve events up to three days.

6. Unauthorized Types of Fundraising. Fundraisers involving games of chance, lotteries, raffles, or other activities involving gambling are strictly forbidden. Under Texas law, gambling is illegal. Gambling is any time someone pays to win or lose something of value solely or partially by chance. It does not include an offer of a prize, award, or compensation to the actual contestants in a bona fide contest for the determination of skill, speed, strength, or endurance or to the owners of animals, vehicles, watercraft, or aircraft entered in a contest; or for a chance to receive a prize. **Note:** If a person purchases a ticket for an event, that is not construed as gambling if a door prize could be received because the individual has already received an item of value (admission to the event).

7. Equipment/Materials. POs and unofficial activities/organizations are only authorized minimal logistical support. According to AFI 34-223, the PO may not use government-owned consumable items such as cups, napkins, plates, and other items that will not be returned to the government's inventory in the same condition as when removed. Other items or equipment such as tables, chairs, and food warmers may be used so long as the use does not result in appreciable depreciation in the value of the item and does not impact the mission. Organizations may not publicize their fundraising events via e-mail and may not otherwise use government time, equipment, or supplies to announce their event. Flyers made at no expense to the government may be distributed throughout WHMC, but they must be distributed by off-duty personnel/employees only in authorized areas. The flyers may only be posted on approved bulletin boards but not in the elevators.

8. Approval Process. POs or unofficial activities/organizations seeking to conduct a fundraising event in WHASC must first obtain the approval of 802d Services Division. Next, the event must then be coordinated with Facilities Management (MLRS/SGSKF) or Command

Section (depending on location), which will authorize the use of the space and de-conflict with other planned events. Finally, 59 MDW/CV must approve the request. Requests must be submitted early enough to allow 59 MDW/CV at least five (5) duty days to review the request. A sample request form is attached. The approval documentation must be displayed in a conspicuous place during the fundraising event.

GLENN A. YAP, Colonel, USAF, MSC
Administrator

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 34-2, *Managing Non-Appropriated Funds*, 7 January 1994

AFI 34-223, *Private Organization (PO) Program*, 8 March 2007

AFI 36-3101, *Fundraising Within the Air Force*, 12 July 2002

DoD 5500.7 R *Joint Ethics Regulation (JER)*, 1 August 1993

Adopted Form

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations

59 MDW/CC—59 MDW Wing Commander

59 MDW/CV—59 MDW Vice Wing Commander

AFAF—Air Force Assistance Fund

CFC—Combined Federal Campaign

MSLF—Facilities Management

OPM—Office of Personnel Management

OPR—Office of Primary Responsibility

PO—Private Organizations

WHASC—Wilford Hall Ambulatory Surgical Center

WHMC—Wilford Hall Medical Center

Attachment 2

SAMPLE REQUEST FOR APPROVAL OF ON-BASE FUNDRAISING EVENT

[Date]

MEMORANDUM FOR 802d SVS
59 MLRS/SGSK
59 MDW/CV
IN TURN

FROM: [Organization Name and Address]

SUBJECT: Request for Approval of On-Base Fundraising Event

- 1. Request approval to conduct an on-base fundraising event as described above.
a. Name of Private Organization (PO) or identity of unofficial activity/organization:
b. Specific items to be sold or services to be provided, and the manner in which they are to be sold/provided:
c. Location, date(s), and time(s) of fundraising event:
d. Statement that approval of activity manager responsible for site has been obtained (if event is to be held outside WHMC):
e. Purpose of fundraising event (what the funds will be used for):
f. Certification that responsible individual has read MDWI 36-22, AFI 36-3101, and AFI 34-223, as well as 59 MDW/CC's policy letter on fundraising, and will ensure compliance with all applicable guidelines and procedures:
2. POC for the fundraising event is [state name, duty phone, organization and office symbol]
PO President or other authorized individual

1st Ind to 802d SVS, [date], Request for Approval of On-Base Fundraising Event
802d SVS

MEMORANDUM FOR 59 MLRS/SGSKF Date:
The proposed fundraising event has been coordinated through our office and is authorized.

Services Representative

2nd Ind, 59 MLRS/SGSKF

MEMORANDUM FOR 59 MDW/CV Date:

The proposed fundraising event has been coordinated through our office and use of the space is approved. The proposed fundraising event does not conflict with any other planned event.

Facilities Management Representative

3rd Ind, 59 MDW/CV

MEMORANDUM FOR Date:

The proposed fundraising event is hereby approved. A copy of this approval letter will be maintained in a conspicuous place during the entire fundraising event.