

**BY ORDER OF THE  
INSTALLATION COMMANDER**

**CHARLESTON AIR FORCE BASE  
INSTRUCTION 34-223**

**7 JULY 2004**

**Services**



**FUND RAISING FOR PRIVATE  
ORGANIZATIONS AND UNOFFICIAL  
ACTIVITIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 437 SVS/SVFB (Ms. Vicki Parrish)  
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This instruction establishes procedures for private organizations in the installation and execution of fund-raising events on base. This instruction applies to all private organizations (official and unofficial) involved in fund-raising activities. All fund-raising events held on CAFB are subject to this instruction.

***SUMMARY OF REVISIONS***

This document names 437 SVS/SV as the installation commander's designated representative for approval of all fund-raising events held on Charleston Air Force Base. Private organizations and unofficial activities MAY NOT solicit funds for their organizations off base. Off-base gifts and donations may be accepted IAW AFI 34-223, 10.15.1.3. This revision provides a new format for the Fund Raising Request Letter (**Attachment 1**). A bar ( | ) indicates a revision from the previous edition.

- 1. Responsibilities:** The installation commander or designated representative will approve all fund-raising events held on Charleston Air Force Base. This approval level has been delegated to 437 SVS/SV. Fund-raising events must be requested on a fund-raising request letter and routed through all appropriate coordination prior to submission to the Services Squadron Commander.
- 2. Scope:** The instruction applies to all organizations on Charleston AFB and any fund raising activities on CAFB are covered by this instruction.
- 3. Objective:** To ensure only approved activities are held and proper coordination with base agencies is accomplished.
- 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.

4.2. Private organizations and unofficial activities are not authorized to sell alcoholic beverages.

4.3. Private organizations and unofficial activities must obtain liability insurance unless 437 MSG/CC grants a waiver. The approval document must advise the private organization that the commander may still require liability insurance for specific events that involve a greater risk of injury or damage. Insurance waivers must be reevaluated annually.

4.4. Private organizations and unofficial activities must comply with all applicable federal, state and local laws governing like civilian activities.

4.5. Private organizations and unofficial activities are prohibited from conducting games of chance, lotteries, raffles, or other gambling type activities. Raffles are strictly regulated IAW AFI 34-223, *Private Organization (Po) Program*.

4.6. A fund-raising request letter must be processed through the Services Squadron Commander's office for approval by the installation commander or designee at least one week prior to the proposed fund-raising event.

4.7. Coordination for fund-raising events depends on the type of activity proposed. The facility manager of location of event must coordinate to assure knowledge of the event. Military Public Health must coordinate on all events involving food. The Security Forces will coordinate on all events affecting traffic or security. Coordination must be complete prior to submission to 437 SVS/SVFB (ext. 3-4333).

4.8. Private organizations and unofficial activities may not solicit funds for their organization on-base. Off-base gifts and donations may be accepted IAW AFI 34-223, 10.15.1.3.

4.9. Fund-raising events cannot take place in the work place during the Combined Federal Campaign or the Air Force Assistance Fund Campaign, IAW AFI 36-3101, *Fundraising Within The Air Force*. Non-work-place designations are lobbies, entrances and concourses to buildings, parking lots, base quarters, and recreation facilities (not administrative areas). Other facilities are considered non-work-place when the facility is closed for normal operations.

## 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 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 AFJI34-211, *Army and Air Force Exchange Service General Policies*.

## 6. Procedures for Other Fund-Raising Activities:

6.1. Occasional sales for fund-raising purposes such as bake sales, dances, carnivals and similar infrequent functions may be authorized by the installation commander or designated representative.

6.2. Any food sale must be coordinated through the Military Public Health office. When other than pre-packaged food is 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.

VIC SOWERS, Lt Col, USAF  
Commander

Attachment 1

FUND RAISING REQUEST LETTER

FROM:

TO: 437 SVS/SVFB

Sponsoring Organization \_\_\_\_\_

Event Coordinator \_\_\_\_\_

DUTY PHONE \_\_\_\_\_ FAX PHONE \_\_\_\_\_

Event Title \_\_\_\_\_

Date \_\_\_\_\_ Times \_\_\_\_\_

Location \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that this organization is in compliance with AFI 34-223 and that I have approved this fund-raising event for this organization.

\_\_\_\_\_  
Squadron Commander or  
Organization President

\_\_\_\_\_  
(Date)

Coordination as required in Para 4.7.:

Facility Manager: SGPM \_\_\_\_\_ SP \_\_\_\_\_ SEG \_\_\_\_\_

APPROVED/DISAPPROVED

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Deputy/Commander, 437th Services Squadron