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Services

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 436 SVS/SVF (Mr. Sodder)

Certified by: 436 SVS/CC
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This instruction implements Air Force Policy Directive 34-1, Morale, Welfare, Recreation and Services Programs. It establishes procedures for private organizations (POs) and unofficial activities in the organization and execution of fund-raising events.

1. REFERENCES:

- 1.1. AFI 34-223, Private Organizations Program.
- 1.2. AFI 36-3101, Fundraising Within the Air Force.

2. SCOPE: This instruction applies to all POs approved to operate on Dover AFB (DAFB) and unofficial activities, groups, clubs, etc., involved in fund-raising activities. All fund-raising events held on DAFB are subject to this instruction.

3. RESPONSIBILITIES:

- 3.1. The Support Group Commander is the Installation Commander's designated representative to approve fund-raising events held on DAFB.
- 3.2. The Resource Management Flight Chief, Services Squadron will review all requests for fund-raising activities to ensure their compliance with AFI 34-223 and AFI 36-3101.
- 3.3. The Unit Commander, PO president or other officials as appropriate, will complete a fund raising request letter (Attachment 1) and route it through all appropriate coordination prior to submission to 436 SVS/SVF.

4. GENERAL PROVISIONS:

4.1. 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. 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.

4.2. Military and Department of Defense personnel participating in these fund-raisers must be in a non-duty status and military personnel must not be in uniform.

5. PROCEDURES FOR RESALE ACTIVITIES:

5.1. Sales must be limited to infrequent occasions and to specific periods of time. Requests for continuous sales of merchandise require an Air Force waiver.

5.2. The Support Group Commander may approve the occasional sale of merchandise for fund-raising; however, the merchandise must not be listed in AFR 147-14, AAFES Operating Policies or be sold in Services Resale Stores.

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 intended for raising funds from outside the immediate organization must be approved by the Support Group Commander.

6.1.1. The Resource Management Flight Chief is the approval authority for car washes.

6.1.2. The Resource Management Flight Chief will maintain a reservation schedule. POs and unofficial activities are restricted to one car wash per month.

6.1.3. Car washes will be restricted to the Northwest end of the parking lot located between the Base Exchange and the Dover Federal Credit Union.

6.2. A fund-raising request letter must be processed through the Resource Management Flight Chief's office for approval by the Support Group Commander a minimum of two weeks prior to the proposed fund-raising event.

6.2.1. Coordination with appropriate staff agencies such as the Fire Department, Ground Safety, Military Public Health--all events involving food, Security Police--all events affecting traffic or security and the Facility Manager of the event location must be completed prior to submission to SVS/SVF.

6.3. When other than pre-packaged food is served, all food handlers must receive training from the Military Public Health staff. All food purchased for resale must be purchased from an approved source. Proper food preparation and storage requirements must be maintained IAW applicable publications.

6.4. POs and unofficial activities must obtain Support Group Commander's approval to solicit off-base businesses, firms or corporations.

RICHARD B. BUNDY, Colonel, USAF
Commander

Attachment 1

FUND-RAISING REQUEST LETTER

MEMORANDUM FOR 436 SVS/SVF _____

FROM:

SUBJECT: Fund-Raising Request

Sponsoring Organization

Event Coordinator _____ Duty Phone _____

Event Title

Date _____

Location

Description

I certify this organization is in compliance with AFI 34-223 and AFI 36-3101.

Unit Commander, PO President or Appropriate Official Signature

APPROVED/DISAPPROVED

Commander, 436th Support Group