

any organization during CFC or AFAP.

Government Resources and Time

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

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

Contractors

You may never solicit contractors for any type of fundraising, whether official or personal.

Miscellaneous

- 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 “fundraising” and can be approved by the installation commander.

References:

5 CFR § 2635.808
DoD 5500.07-R, CH-7, 17 November 2011 –
Joint Ethics Regulation
AFI 36-3101 - Fundraising



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This handout provides general information. It is not a substitute for obtaining advice from an ethics counselor on the application of the ethics laws and regulations to a specific set of facts and circumstances. Please contact us at:

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FUNDRAISING

“Integrity First”

FUNDRAISING

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.

Fundraising in an Official Capacity

The general rule is that an employee may engage in fundraising in the federal work place only in accordance with the regulations governing the Combined Federal Campaign (CFC).

Fundraising means the raising of funds for a nonprofit organization, other than a political organization through solicitation of funds or sale of items; or, participation in the conduct of an event by an employee where any portion of the cost of attendance or participation may be taken as a charitable tax deduction.

Participating in the conduct of an event means active and visible participation in the promotion, production, or presentation of the event and includes servings as an honorary chairperson, sitting at a head table during the event, and standing in a reception line. It does not include mere attendance, provided that, to your knowledge, your attendance wasn't used to promote the event.

Generally, participating in the conduct of an event does include public speaking. However, it does not include the delivery of an official speech or any seating or other participation appropriate to the delivery of the speech.

Official speech means a speech given by you in your official capacity on a subject matter that relates to your official duties. The Air Force must determine that the event is the appropriate forum to deliver the speech. You cannot ask for donations or other support for the non-profit organization in your speech.

An employee may also participate in fundraising in an official capacity when authorized as part of his official duties. In the Air Force, there are agency regulations that allow fundraising in an official capacity for the Air Force

Assistance Fund (AFAF). Other military services have similar regulations.

We may also engage in OPM- approved emergency or disaster appeal, provided the Secretary concerned establishes a mechanism for the collection and distribution of raised funds. The military departments rarely engage in OPM-approved emergency or disaster appeal unless OPM extends the CFC in support of the effort.

If you are involved in an official fundraising campaigns, you may use government time, equipment, and supplies. You may also endorse official fundraising efforts in statements, on websites, and other promotional materials.

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

Fundraising for Employee Organization Welfare Funds

Fundraising in an official capacity is also permitted for other organizations composed primarily of Department of Defense employees or their dependents when fundraising among their own members for the benefit of welfare funds of their own members or dependents. These organizations are most commonly referred to as "by our own, for our own" (BOOFOO) organizations. These fundraising events require approval by the head of command or organization after consultation with an ethics official. Further, these fundraising efforts should be kept to a minimum during CFC or AFAF.

Fundraising in a Personal Capacity

You may engage in fundraising in a personal capacity provided you do not personally solicit funds or other support from a subordinate or from any person you know to be a prohibited source.

You also may not use, or permit the use, of your official title, position, or any authority associated with your public office to further any personal fundraising effort. You may not engage in any activity that would violate the above prohibitions.

One minor exception: if you are ordinarily addressed with general terms of address, such as "The Honorable," or a military rank, you may use or permit the use of that term of address or rank.

When fundraising in a personal capacity, you must act exclusively outside the scope of your official position.

Fundraising on Base

On a limited basis, base officials may, authorize you or your dependents to participate in fundraising activities in designated areas on installations, such as public entrances, in community support facilities, and in personal quarters. Base officials have the authority to determine which areas, if any, are considered to be outside the Federal Government workplace.

For fundraising purposes, areas generally considered the workplace include offices, hangars, and the flight line.

Endorsing Non-Federal Entity Fundraisers

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

Events of Common Interest

In accordance with public affairs regulations, official channels may be used to notify other employees of events of common interest sponsored by non-federal entities. For example, an installation newsletter may mention a popular, local fundraising effort. The mention should be factual (date, time and place). It may also consist of a point of contact for those who wish more information. At no point should there be an encouragement to participate in the fundraising effort.

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