

While more than \$10 may not be solicited, an individual may offer to contribute more.

***How do I get my organization's fundraising request approved?***

The first step to fundraising is getting permission. The approval process involves reviews by several individuals, so please plan ahead. Contact 31 FW/SVS at 632-5273 for an electronic Fundraising Request Form. Once completed, submit your request to 31 SVS at least 10 days before the event is to occur. Your request should include who is requesting the event, the place and time when the event is to be held, and identify the items to be sold. Also include the name and phone number of the requesting organization's representative.

Fundraising is a tricky area. If you are contemplating a fundraiser, you will save yourself and your organization a lot of trouble by starting early and getting the required permission. By going through the correct channels, you can get your fundraiser approved and insulate your organization from any problems.

***31st FW Legal Office***  
Unit 6140 Box 115 APO AE 09604-0015  
Aviano Air Base, Italy (Bldg 1403, 2nd floor)  
Commercial Telephone 0434-30-7843 or DSN 632-7843

**Walk-In for Legal Assistance**  
*Monday & Wednesday: 1530 – 1630*  
*Friday: 0900 – 1000*

**Powers of Attorney/Notary Services/Claims (Walk-In)**  
*Monday through Friday 0730 – 1630*  
<https://aflegalassistance.law.af.mil>

---

## **FUNDRAISING ON AVIANO AIR BASE**



***31st FW Legal Office***

Before organizing a fundraiser, it is important to understand the rules governing participation by Air Force members and employees.

### ***Are you planning an official or unofficial fundraiser?***

If all funds go to the Combined Federal Campaign (CFC), an emergency/disaster appeal approved by the Office of Personnel Management, or the Air Force Assistance Fund (AFAF), then the fundraising is “official” and may be conducted in the workplace. Official fundraising is governed by AFI 36-3101, *Fundraising within the Air Force*.

However, if ANY portion of the funds goes to any other organization, the fundraising is “unofficial.” The installation commander can approve unofficial fundraisers during the CFC or AFAF only if the activities are not in the workplace and do not detract from the CFC or AFAF. Air Force members and employees may take part in unofficial fundraising on-base through private organizations and unofficial activities. AFI 34-223, *Private Organizations*, provides the primary guidance for all unofficial on-base fundraising activities.

### ***What is a “private organization?”***

A private organization is a “self-sustaining special interest group established by individuals acting outside the scope of any official position that they may hold within the federal government.” In general, all private organizations must have the written consent of the installation commander, a constitution, and by-laws that govern the organization’s activities. If you would like to establish a private organization at Aviano, please contact 31 FW/SVS at 632-5273 to obtain the form letter.

### ***What is an “unofficial activity?”***

Unofficial activities provide an informal way for units/organizations to raise funds. Unlike a private

organization, unofficial activities do not need by-laws or a constitution. However, if a unit/organization’s current monthly assets from the activities exceed a monthly average of \$1000 over a three-month period, then the activity must become a private organization to continue to operate. Unit coffee funds, flower funds, and other small operations are examples of unofficial activities.

### ***What are the limits to fundraising by a private organization or unofficial activity?***

Private organizations and unofficial activities may not engage in frequent or continuous resale activities. However, these groups may conduct occasional sales for fundraising purposes (bake sales, dances, carnivals, etc.), provided the fundraising activities do not compete with AAFES or NAF operations. “Occasional” is defined as not more than two per quarter. Moreover, the fundraising activity cannot involve the sale of alcohol.

Individuals may not participate in unofficial fundraising activities in an official Air Force capacity, such as while wearing your uniform or on-duty. Fundraisers can only be conducted away from the workplace and off-duty. Soliciting or selling in the duty section is strictly prohibited, but doing so in lobbies, break rooms, or other common areas is permissible. Individuals engaged in fundraising may not give any appearance that they represent the Air Force.

The Air Force cannot contribute money, materials, or any other active support to a private organization’s unofficial fundraising endeavors. Air Force members may use official channels (fliers, email) to notify members of the event as long as the notification does not appear to be an official endorsement, but may not use government resources such as supplies, stationery, and postage. The Joint Ethics Regulation is very specific about what constitutes misuse of government property.

And remember, fundraisers must not detract from the Air Force Assistance Fund or Combined Federal Campaign if conducted during the same time frame.

Private organizations cannot conduct games of chance, lotteries, or other gambling activities to raise money. Raffles, however, are a possible exception. Raffles appear to be an easy and relatively profitable way to raise funds, but be sure to note a few restrictions before you start. First, raffles cannot violate existing local law. Second, only officially recognized private organizations can conduct raffles on an occasional and infrequent basis. The raffle must benefit the entire military community -- raffles to raise funds for purely social, recreational, or entertainment purposes are not permitted. Raffles must be conducted off-duty, out of uniform, and outside the workplace.

### ***Is there more?***

There are a few other considerations before engaging in unofficial fundraising activities. For example, Air Force members/employees may not knowingly solicit personnel who are junior in rank, grade, or position to purchase items in connection with the activity. Furthermore, any funds raised may not be used in place of appropriated funds for government purchases.

### ***What is not a “fundraiser?”***

Collection boxes for toys and canned goods, placed in public areas are not considered fundraisers. Organizations and unofficial activities may collectively purchase and share items so long as there is no actual resale. Furthermore, voluntary contributions of a nominal amount (\$10) made for the occasional sharing of food and refreshments in the office or an infrequent, special gift, are not “fundraising.”