



Guidance for Fundraising on Seymour Johnson Air Force Base

Q: Who may conduct fundraisers?

A: Private Organizations (PO's) and Unofficial Activities (UA's).

Q: What are PO's and UA's?

A: PO's are special interest groups operating on base (booster clubs, base scout troops, athletic teams, etc.). UA's are small funds such as coffee funds, flower funds, and sunshine funds whose assets do not exceed a monthly average of \$1,000 over a 3-month period.

Q: Who may approve fundraisers?

A: The authority to approve fundraisers has been delegated to the FSS/CC. All fundraiser requests must be processed by 4 FSS/FSR.

Q: What types of activities are considered fundraisers?

A: Benefit sales, bake sales, burger burns, dances, carnivals, and car washes are all examples of fundraisers.

Q: What types of activities are prohibited?

A: Activities that duplicate or compete with activities of AAFES, that involve slot machines or games of chance, and activities that make it appear that the installation is endorsing or giving special treatment to the donors involved. Additionally, alcoholic beverages may not be sold or served at PO/UA functions.

Q: Where can a PO have a fundraiser?

A: Not in the workplace! With FSS/CC approval, they may be conducted at public entrances and in community support facilities (e.g. BX lobby).

Q: Who decides what constitutes the workplace?

A: The 4 FW/CC determines which areas of the installation are workplaces (e.g., offices, hangars, flight line) and which are not (e.g., base quarters, entrances, lobbies, schools, chapels).

Q: When can a PO have a fundraiser?

A: A PO may not have more than two events per calendar quarter. These fundraisers may not detract from the CFC or AFAF.

Q: How can I get the word out about my event?

A: Personal e-mail (not your government email!) and the base electronic newsletter (E-News). The POC for E-News is 4 FW/PA Admin.

For additional guidance, reference AFI 34-223 *Private Organizations (PO) Program*, and AFI 36-3101, *Fundraising Within the Air Force*.