

**UNITED STATES TRANSPORTATION COMMAND
(USTRANSCOM)
POLICY DIRECTIVE 34-1
14 October 2008**

SERVICES

FUNDRAISING ACTIVITIES

- 1. REFERENCES:** (a) USTRANSCOM Policy Directive (USTRANSCOMPD) 34-1, *Fund-Raising Activities*, 01 March 2006, **hereby cancelled.**
- (b) Air Force Instruction (AFI) 34-223, *Private Organization (PO) Program*
- (c) AFI 36-3101, *Fundraising Within the Air Force*
- (d) AFI 48-116, *Food Safety Program*
- (e) Department of Defense (DOD) 5500.7-R, *Joint Ethics Regulation (JER)*
- (f) 230 Illinois Compiled Statutes Annotated (ILCS) 15/2, *Licensing*
- 2. PURPOSE:** Establish policy and procedures for the scheduling and operation of fundraising activities in United States Transportation Command (USTRANSCOM)-occupied facilities on Scott AFB IL. Fundraisers on Scott AFB IL which are not in a USTRANSCOM-occupied building must be approved by the 375th Mission Support Group Commander (375 MSG/CC). This includes fundraisers occurring at the Base Exchange, Commissary, Base Lake, etc.
- 3. APPLICABILITY:** Applies to all personnel assigned or attached to USTRANSCOM at Scott AFB IL.
- 4. POLICY:** The USTRANSCOM Chief of Staff (TCCS) is responsible for the overall fundraising program at USTRANSCOM.
- 4.1.** Only private organizations and unofficial activities that are approved by the Scott AFB Installation Commander will be permitted to conduct fundraising activities within USTRANSCOM facilities. For guidance in establishing a private organization, refer to

the *Scott Air Force Base Private Organizations/Unofficial Activities Guidance Handbook* published by 375 SVS/SVF located at www.375services.com.

4.2. TCCS is the approval authority for use of the name of your organization as part of the name of the private organization. If seeking approval to use your organization name (e.g., TCJ1, TCJ2) in the name of the private organization, approval must be obtained from TCCS. See sample request format in 375 SVS/SVF handbook referenced in paragraph 4.1.

4.3. All fundraising activities must be conducted in accordance with Air Force and installation directives.

4.4. All fundraising activities must be coordinated and approved by the TCCS if USTRANSCOM facilities are to be used.

4.5. A private organization may have no more than two fundraising activities per quarter of each calendar year.

5. PROCEDURES:

5.1. Normally, only registered private organizations and unofficial activities affiliated with USTRANSCOM, such as booster clubs, senior enlisted organizations, etc., are approved for fundraising activities within USTRANSCOM facilities.

5.2. Ten days prior to activity, route AF IMT 1768, Staff Summary Sheet (SSS), through the coordination process (sample SSS at Attachment 1). Ensure SSS reaches the Office of the Staff Judge Advocate (TCJA) for legal review at least 5 days prior to activity start date and before forwarding for TCCS approval. The following information is required on the SSS:

5.2.1. Nature of the event.

5.2.2. Proposed location. Be specific: "front foyer, Building 1900" or "main hallway, Building 1961."

5.2.3. Date and time of the event.

5.2.4. Point of contact (POC) and daytime telephone number.

5.2.5. Item(s) to be sold (if applicable).

5.2.6. Purpose of the event (e.g., raise funds to defray costs for junior grade enlisted to attend military ball, raise funds for scholarship program for DOD personnel and their families, etc.).

5.2.7. Coordination must be obtained from the Building 1700 Snack Bar Manager (AAFES/FS) if a food-related fundraising activity will be conducted in Building 1700. Any type of USTRANSCOM-related fundraising activities planned for Building 1700 must also receive coordination from the Air Force Communications Agency/Facility Management Office (AFCA/DSF) at 256-5463.

5.2.8. A copy of the 375 MSG/CC approved private organization request, proof of annual review, and (if applicable) the St. Clair County Raffle Permit must be attached to the staff summary sheet.

5.3 Raffles and Games of Chance. USTRANSCOM personnel may not participate in gambling, to include raffles or games of chance, while on duty or while on federally-owned or leased property except as authorized by DOD 5500.7-R, paragraph 2-302a(2), which permits raffles by organizations composed primarily of DOD employees or their dependents for the benefit of welfare funds for their own members or for the benefit of other DOD employees or their dependents. In addition, raffles must comply with Illinois state law. The Illinois Gaming Raffles Act, 230 ILCS 15/2 (1994), authorizes any county or municipality to establish a system for the licensing of organizations to operate raffles. St. Clair County has a system to administer applications and permits. The point of contact, St. Clair County Clerk's Office, is located on the second floor at 10 Public Square, Belleville, Illinois. The telephone number is (618) 277-6600. An officer of the organization (president, vice president, treasurer, or secretary) must appear in person to fill out and sign the application. A fee will be collected. Call the Clerk's office for the current amount of the fee. The organization representative may wait for approval and receive the permit at the time of application or return for the permit later. If no permit is obtained, the St. Clair County Clerk will refer the matter to the County Board. Violation of the law is a Class C Misdemeanor.

5.3.1. Raffles may not be conducted in the workplace. With TCCS approval, raffles may be conducted at public entrances, such as the lobby areas of Buildings 1900 and 1961.

5.3.2. Military members may not conduct raffles at any time while in uniform. Military members or civilian employees may not conduct raffles during their duty time. Personnel may participate in private organization fundraising raffles only in a purely personal, unofficial volunteer capacity at authorized locations and in ways that do not imply official endorsement.

5.4. Safety and Food Handling Requirements. Air Force instructions govern food service and, in the interest of the health and safety of employees, certain procedures must be observed when food sales are part of a fundraising activity. Food preparation and sales are governed by AFI 48-116, Food Safety Program. The primary POC must contact the 375th Aeromedical Squadron Public Health Office (375 AMDS/SGPM) at 256-4986 to receive a briefing on proper safety and cleanliness standards for each specific function and obtain coordination on the SSS (see Attachment 1). The POC will, in turn, brief all participants and provide the Public Health Office a signed statement ensuring those

involved in the fundraising activity were briefed on proper procedures prior to participation.

5.5. Publicity. Private organizations must prominently display the following disclaimer on all print and electronic media mentioning the private organization's name confirming that the private organization is not a part of DOD: "This is a private organization. It is not a part of the Department of Defense or any of its components, and it has no governmental status." This disclaimer must also be provided in verbal communication and public announcements.

5.6. To prevent the appearance of official sanction, the private organization shall not use the name, seal, acronym, or other identifying device of DOD, DOD component, USTRANSCOM, or Scott Air Force Base.

6. RESPONSIBILITIES:

6.1. TCCS is the final approval authority for all fundraising activities in USTRANSCOM facilities.

6.2. The Facility Managers for USTRANSCOM-occupied buildings (TCCS-FM for Buildings 1900, 1961, 1911, and AFCA/DSF for Building 1700) will provide guidance on physical location, materials, and supplies needed to conduct fundraising activities. Items such as folding tables, chairs, extension cords, etc., are available for loan within the facilities in accordance with DOD 5500.7-R.

6.3. The private organization POC is responsible for the proper conduct of the fundraising activity. The POC must make any necessary final arrangements with the appropriate building facility manager not later than the day prior to the event. The POC must pick up loaned items and return them to the facility manager in clean, serviceable condition not later than one day after the event.

6.4. Volunteers involved in fundraising activities are responsible for the following:

6.4.1. Place publicity fliers only in approved areas, e.g., approved bulletin boards and rest room bulletin boards.

6.4.2. Email publicity must be approved by the Chief of Staff.

6.4.3. Begin and end the fundraising activities at the approved times.

6.4.4. Keep the sales area, if any, clean.

6.4.5. Avoid obstruction of doorways and hallways.

6.4.6. Immediately wipe up any liquid or food spills to avoid potential injury to personnel.

6.4.7. Comply with reference (d) AFI 48-116 and 375 AMDS/SGMP regarding preparation and serving of food items.

6.4.8. Clean up area after the fundraising event is completed.

6.4.9. Remove publicity fliers that were posted in USTRANSCOM facilities.

7. EFFECTIVE DATE AND IMPLEMENTATION: This policy directive is effective immediately.

APPROVED BY

////Signed////

A.E. RONDEAU

Vice Admiral, U.S. Navy

Deputy Commander

Attachment:

Sample AF IMT 1768 for Fundraising Activity Approval

OPR: TCJA

STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (<i>Surname</i>) GRADE & DATE		TO	ACTION	SIGNATURE (<i>Surname</i>) GRADE &
1	375 MSG/CC	Coord	If not in USTRANSCOM- Occupied Building	6	TCCS-FM	Coord	For Fund Raising in Buildings 1900, 1911, and 1961
2	375 SVF	Coord	If not in USTRANSCOM- Occupied Building	7	TCJA	Coord	
3	AFCA/DSF	Coord	For Fund Raising in Bldg 1700	8	TCCS	Appr	
4	AAFES/FC	Coord	For Food Fund Raising in Bldg 1700	9			
5	375AMDS/ SGPM	Coord	For Food Fund Raising	10			

SURNAME AND GRADE OF ACTION OFFICER	OFFICE SYMBOL	PHONE	TYPIST'S INITIALS	SUSPENSE DATE
MSgt John Giovanni	TCJX-XX	229-1234	jag	

SUBJECT	DATE
Fundraiser – USTRANSCOM Senior Enlisted Group	

SUMMARY

The USTRANSCOM Senior Enlisted Association requests permission to conduct a fundraising event. In accordance with USTRANSCOM Policy Directive 34-1, the following information is provided in support of the request.

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- a. Nature of the event: Hot Dog & Brat Sale
 - b. Location: Building 1900 Rear Lobby
 - c. Date and time of event: 5 Dec 02
 - d. Project Officer and phone number: MSgt John Giovanni, 229-4321
 - e. Items to be sold: Hot dogs, brats, soft drinks, and chips
 - f. Funds from the event will be used for _____
 - g. List of fund raisers and dates of events held in the last year:
 - Pizza Sale, 6 Oct 08
 - Car Wash, 5 Nov 08
 - h. An approved fund-raiser request letter will accompany any advertising/publicity requests.
2. Members are aware that, generally, they are jointly and severally liable for the obligations of the private organization.
 3. I certify that participants (e.g., workers) for this fund raiser are volunteers and will be using time allotted for breaks or lunch periods in order to participate in this function.
 4. I certify that I have read, and am in compliance with, USTRANSCOM Policy Directive 34-1, *Fundraising Activities*.
 5. I certify that participants will be briefed on proper food handling procedures.

MARY E. JONES, CMSgt, USAF
President, USTRANSCOM Senior Enlisted Group

- 3 Tabs
1. Approved Private Organization/
Unofficial Activity SSS
 2. Annual Review
 3. Raffle Permit

Attachment 1