**NON-FEDERAL ENTITIES (NFE’s):**  *not created by or* *under the control of the Federal Government*

--CAN be a FUBU (for us-by us) type organization

--CAN also be a non-FUBU organization

--Private individuals

--Public companies

--Non Profits

--Military support organizations

--Can also be military affiliated organizations or booster clubs (*if set up as a PO or if assets exceed UA thresholds*). Private Orgs are a sub-set of Non-Federal Entities that the Installation Commander has recognized as contributing to morale and welfare of the installation

**--HIGH MAINTENANCE SERVICES RELATIONSHIP**

\*\*Requires constitution/bylaws, annual reports to Services, submission of meeting minutes. Requires approval by installation CC if base or unit name is used

\*\*Requires Primary and alternate POCs

\*\*Cannot act in any official capacity. Cannot perform activities while on duty or in uniform

\*\*cannot use seals, logos, letterhead, rank, or government titles in association with PO programs or activities

\*\*Cannot use official government email to “GET THE WORD OUT” on fundraisers

\*\*Cannot request or receive official endorsements of activities or fundraisers

\*\*Installation CC can only allow or withdraw ability to operate on base. Military/base leadership has no control over internal activities or structures of a PO

\*\*May fundraise on or off base. Fundraisers limited to 3 per quarter. May solicit donations off base. All requests for fundraisers go through and are approved by Services

\*\*May freely accept gifts/donations

**FEDERAL ENTITIES (FE’s):** *under the control of the Federal Government*

--MUST be a FUBU type organization

-- Can be military affiliated organizations or booster clubs (*as long as assets do not exceed UA thresholds*)

--referred to as a UA (Unofficial Activity) if there is not a unit commander to provide oversite

--referred to as a UUA (Unit Unofficial Activity) if there is a unit commander to provide oversite

**--UAs=LOW MAINTENANCE SERVICES RELATIONSHIP—all fundraising requests start and stop with SERVICES. Provide annual financial documents to Services**

**--UUA=LONG DISTANCE SERVICES RELATIONSHIP—all unit fundraising requests start and stop with unit CC. Provide annual financial documents to unit CC. On base fundraising that goes beyond unit must be routed through Services**

**UA-**requires simple 1 page Services registration **UUA**-requires unit CC acknowledgement of responsibilities

\*\*BOTH require officer listings with contact info be provided to Services

\*\*Neither can exceed authorized funds limitations allowed for UAs (must divest excess funds or become a PO)

\*\*Both can perform UA/UUA activities while on duty and in uniform (for short durations…such as lunch hours) as long as there is no adverse mission impact

\*\*Both can use government email to inform members of the unit/organization of a fundraiser. Care must be taken not to appear as if unit leadership is making participation in the event non-voluntary

\*\*Both can request and receive official endorsement of activities and fundraisers (leadership must be willing to endorse all if they endorse one)

\*\*Leadership controls internal activities/structures of both UAs and UUAs

\*\*Both are limited to ONLY fundraise on base. May not exceed 3 fundraisers per quarter. Cannot solicit donations either on or off base

\*\*Supervisors should not act as sellers of goods/services to avoid appearance of coercion or favoritism

\*\*Both allowed to fundraise during CFC to support unit holiday activities with permission from Services

\*\*May accept unsolicited donations with concurrence of base legal office

**36-3101 says…**

**MISC:**

-- while considered NFEs, it is never appropriate to support/endorse fundraising efforts of private individuals and for-profit companies in an official capacity

--logistical support cannot include support to fundraising or membership expansion efforts of NFEs

**DISASTER RELIEF EFFORTS:**

--must be a disaster approved for Federal Support

--official endorsement allowed

--workplace (desk to desk) collections allowed

**SPEAKING AT A NFE EVENT:**

--permissible venue to spread an AF public affairs messages

--not participate in trappings which may encourage donations

--depart before NFE’s fundraising business begins

**LANDING FEES:**

--workplace (desk to desk) collections allowed

**CASH COLLECTIONS TO ASSIST UNIT MEMBER WITH PERSONAL MISFORTUNE OR CELEBRATION:**

--workplace (desk to desk) collections allowed

--must be voluntary, anonymous (passing of an envelope), and a nominal amount (NTE $10)

**FUNDRAISING IN A PERSONAL CAPACITY: *(on behalf of themselves, others, or an NFE)***

--may not use of govt time, resources, or subordinate personnel

--may not use government title or position unless in a purely biographical context

**DRIVES (COLLECTIONS):**

--NOT considered fundraising

--collection points in common areas, not in the workplace

--unless official Federal program (Feds Feed Families), use of government email not allowed. Personnel must be out of uniform and not on duty status.

--cash and gift cards are discouraged

--includes collections of sundry items for deployed members

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**WHO IS ALLOWED TO FUNDRAISE ON BASE?**

--In compliance POs with request and approval from SERVICES

--UAs with request and approval from SERVICES

--UUAs with approval from unit CC for unit fundraisers/ with request and approval from SERVICES for on base fundraisers that extend beyond the unit

**WHO IS ALLOWED TO FUNDRAISE OFF BASE?**

--ONLY in compliance POs with request and approval from SERVICES

**WHO IS ALLOWED TO SOLICIT DONATIONS ON BASE?**

**--**NOBODY!

**WHO IS ALLOWED TO SOLICIT DONATIONS OFF BASE?**

--In compliance POs with request to Base Legal through SERVICES

**WHO IS ALLOWED TO ACCEPT UNSOLICITED DONATIONS FROM OFF BASE?**

--POs

--UAs and UUAs with concurrence of Base Legal (gift to the AF as these activities ARE Federal Entities)