DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 88TH AIR BASE WING (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO

OCT 0 5 2016

MEMORANDUM FOR 2C, 2D AND 2F DISTRIBUTION

FROM: 88 FSS/CL

SUBJECT: Sales, Solicitation, and Special Events for Combined Federal Campaign 2016

1. This memorandum provides authorization for fundraising events for this year's Combined Federal Campaign (CFC), 5 October 2016 – 18 November 2016.

a. Sales: The selling of merchandise, services, or other products whether for profit or not, by individuals or organizations is authorized provided that all monies raised are donated to CFC.

b. Special Events: The conduct of special events is authorized provided that all monies raised are donated to CFC.

c. Solicitation of outside Organizations/Charities is not authorized on WPAFB during 5 October – 18 November 2016

2. The process for these fundraisers is as follows:

a. Submit a letter (include type of event, date, time, location, POC and phone number, etc.) signed by the Commander/Director to 88 FSS/CL to document the event.

b. As long as the requirements of paragraph 3 of this letter are followed, no other approval action will be required.

3. The following guidance applies:

a. All sales and special event activities must be adhered to the following guidelines. In accordance with base policy, all food items, as well as t-shirts, ball caps, and coffee mugs, for fundraisers must be purchased from the 88th Force Support Squadron unless the 88th Force Support Squadron certifies in writing that the items are not available from a source on base. If food items are not available through a 88th Force Support Squadron activity, Military Public Health, 88 MDG/SGPM, must be contacted at 255-2515 for an approved source. Additionally, no Base Restaurant menu food items may be sold within 200 feet of a Base Restaurant facility.

b. Placards and handbills will not be attached to the building or elsewhere on the base. Policies regarding the use of the Air Force e-mail system are contained in AFI 34-223. E-mail use must comply with the policies in the reference above and may not be used to solicit or sell personal items. Organizations will restrict the addressing of e-mail for approved solicitation and fundraising within their immediate organization. Organizational websites or bulletin boards

should be used whenever possible to reduce burden on the base e-mail network when advertising fundraisers.

c. Temporary food facilities operate intermittently or for a limited time such as at special events, carnivals, base open houses, etc. Please contact Military Public Health, 88 MDG/SGPM at 255-2515 to provide fundraiser details and receive food handlers training for all personnel involved with the event.

d. Gambling/games of chance (paying money to take a chance to win something) are not authorized. Games of skill (guess the number of jellybeans in the jar, golf putting contest, etc.) are authorized.

e. Depending upon the type of sale or special event, additional coordination with other base agencies may be prudent. The unit is responsible for ensuring such coordination is accomplished.

4. If we may be of further assistance, please contact Mr. Paul Werry, Resource Management Flight Chief at 257-4345.

Renata Spanton-Jones

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