

## INFORMATION PAPER

### SUBJECT: CFC Fundraising Activities

1. **Purpose.** To provide information on proper management of CFC fundraising on Fort Belvoir.

2. **Facts.**

a. Official fundraising. DoD employees may not officially endorse or appear to endorse fundraising for any non-Federal entity except for the following organizations: the Combined Federal Campaign; Army Emergency Relief; Emergency and disaster appeals approved by OPM; the Navy-Marine Corps Relief Society; the Air Force Assistance Fund; and other organizations composed primarily of DoD employees or their dependents when fundraising among their own members for the benefit of welfare funds for their own members or their dependents (private organizations). **Joint Ethics Regulation (JER), DoDD 5500.7-R, para. 3-210.** All official fundraising must be conducted in accordance with AR 600-29 (Fund-Raising Within the Department of the Army).

b. CFC fundraising. The CFC was developed in response to Federal employee wishes for a single campaign, to reduce administrative expenditure, to permit voluntary payroll withholding for contributions, and to better support local, national, and international health, welfare, and philanthropic organizations. The CFC, an annual on-the-job solicitation, is the only authorized method of fund-raising for recognized voluntary agencies. **AR 600-29, para. 2-1.**

(1) Each military and civilian member of the DA should be given the opportunity to decide whether to contribute or not contribute to the CFC. **AR 600-29, para. 3-1(a).**

(2) Commanders at all echelons should give strong support and leadership to the annual CFC fund-raising drive. **AR 600-29, para. 3-1(a).**

c. CFC solicitations. The most common form of CFC solicitation is the request for a monetary donation or pledge. To aid CFC fund-raising, innovative promotional events and activities such as car washes, raffles, bake sales, carnivals, athletic events or races are permitted during the annual campaign period, consistent with the DOD Joint Ethics Regulation, DOD 5500.7-R. For all approved special fund-raising events, the donor must have the option of designating to a particular organization or federation or be advised that the donation will be counted as an undesignated contribution and distributed as specified in para. 3-4(d). **AR 600-29, para. 3-2.**

(1) Solicitations of employees for the CFC should be conducted during duty hours. Methods of solicitation should permit true voluntary giving. An individual may not be solicited for multiple anonymous contributions for the purpose of representing that more than one gift was received. Multiple anonymous contributions from the same individual will be reported as one contribution. **AR 600-29, para. 3-2(a).**

(2) Solicitations for CFC begin on or after September 1 annually. **AR 600-29, para. 3-2(b).**

d. Prohibited CFC Fundraising Activities.

(1) Gambling. **JER 2-302** prohibits gambling on Government property or while on official duty. All lottery type games, door prizes, and similar events must be designed to avoid gambling. To be considered gambling, a game must have the following three elements: (1) the payment of money or something of value; (2) the game must be a game of chance and (3) the game must offer a reward or prize. Events that do not offer these three elements are not gambling. **AR 600-29, para. 3-3(a).**

(2) Compulsion or coercion. The following are examples of compulsion or coercion that are specifically prohibited by regulation:

(a) Solicitation of employees by their commander, supervisor, or any individual in their supervisory chain of command.

(b) Supervisory inquiries about whether an employee chose to contribute or not contribute or the amount contributed.

(c) Setting 100 percent participation goals.

(d) Establishing personal dollar goals and quotas.

(e) Developing and using lists of non-contributors.

(f) Providing and using contributor lists for purposes other than the routine collection and forwarding of contributions and allotments.

(g) The granting of special favors, privileges, or entitlements, such as special passes or leave privileges, which are inducements to contribute.

(h) Harassment through continued discussions, meetings, orientations, "counseling," or other methods to cause an individual to change his or her decision to give or not give.

(i) Telling or leading an individual to believe, either directly or indirectly, that he or she is the only one, or one of a small number of persons, preventing the

achievement of an organizational goal, whether it be a participation goal or a monetary goal. **AR 600-29, para. 3-5.**

3. Questions with regards to the CFC should be directed to the Directorate of Family, Morale, Welfare and Recreation, Ms. Charlene Anderson at (703) 805-4126.

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Approved by LTC Reid, SJA