

## Information for Non-Monetary Charity Collection Drives

- 1) **"Nonmonetary charity collection drives":** These drives involve the placement of boxes or other containers for collecting toys, clothing, canned food, eyeglasses, etc., for a specific charity, purpose, or benefit, with no monetary incentive or gain for the DoD, or DoD POCs and volunteers.
- 2) **Boxes and Other Container Placement:** Collection drive containers must be placed in a public area of the building. A "public area" is considered a lobby, break room, a public entrance to the base exchange, and similar settings. Collection boxes may not be placed in offices or other areas designed for official duties.
- 3) **Role of Facility Manager:** Each Facility Manager reserves the right to restrict and/or prohibit collection box placement in their building. (However, such refusal/prohibition must be consistently applied for all drives so as to avoid unlawful discrimination or prejudice.)
- 4) **Advertisement / Solicitation:** Any media used in the promotion of this event must include the disclaimer "This is an In-Kind Collection. It is not a part of the Department of Defense or any of its components and it has no governmental status." Official email, official websites, and other official communications channels may not be used to support private charitable collection drives.
- 5) **Collection Pointers:** Collection drives are for a set period, typically a month or less. (Longer drives increase the potential misperception of official endorsement of the drive or the charity benefited.) Facilitators of the drive must have a plan to routinely check the collection boxes, so that they do not overflow, collect trash, or otherwise present safety concerns or an unprofessional image. Transportation of collected items should be done off-duty and out of uniform.
- 6) **Coordination and Final Authorization:** The collection drives can be approved by any commander within the facility. It should also be approved through the Facility Manager(s) for the building(s).

Questions may be directed to: [usaf.jbsa.502-abw.mbx.502-fsg-ja@mail.mil](mailto:usaf.jbsa.502-abw.mbx.502-fsg-ja@mail.mil) or Ms. Alia Moore at [alia.j.moore2.civ@mail.mil](mailto:alia.j.moore2.civ@mail.mil)/(210) 221-2013.