



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

**JUL 30 2007**

MEMORANDUM FOR BOY SCOUT TROOP 162/CUB SCOUT 162

FROM: 88 MSG/SV

SUBJECT: Request to Conduct Fund-Raising Event – 07-08-007

1. Your request to conduct a popcorn and Christmas wreath sale with orders taken 27 Aug – 30 Sep 07 and setting up a booth at the Base Exchange/Commissary/Home and Garden area on weekends 1-30 Sep 07 is approved. However, please coordinate scheduling with AAFES and the Commissary for availability of the dates for the booth sales. The following guidance applies:

a. No Base Restaurant menu food items may be sold within 200 feet of a Base Restaurant facility.

b. You are reminded to strictly comply with the provisions of the Joint Ethics Regulation. Personnel conducting the fund-raiser should be in leave status or off-duty. Government time and supplies should not be used in the conduct of your activity.

c. 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 33-219. 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 fund raising within their immediate organization. Organizational web sites or bulletin boards should be used whenever possible to reduce burden on the base e-mail network when advertising fundraisers.

d. 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.

2. Please accept our best wishes for a successful event. If we may be of further assistance, please contact Ms. Stacey Geiger, Sales, Solicitation, and Special Events Coordinator at 78015.

A handwritten signature in black ink that reads "Mark D. Robbins".

MARK D. ROBBINS, YC-03, DAF  
Deputy Director, Services Division