

Form 1302: Charitable Activity Request Form

Legal Guidelines for Charitable Activities hosted by the NASA IV&V Program

The Office of Personnel Management (OPM) and NASA regulations allow cash fundraising in a Federal workplace only via the Combined Federal Campaign (CFC) during the officially designated Campaign season. Cash fundraising activities during the annual CFC will support the CFC general fund or selected CFC-approved charities as listed in the Campaign's annual directory. Such cash fundraising activities may take place along with the pledge drive activities conducted throughout the Campaign season. Unless authorized as part of the CFC, raising money for any charity in any way (e.g., events, money collection boxes, sales of goods) is prohibited by OPM/NASA regulations. Special exceptions for fundraising activities are sometimes permitted by OPM for national/international disasters, and may be planned upon official authorization by NASA and NASA IV&V Management.

Notices of cash fundraising activities other than CFC are prohibited by law in the Federal workplace. Invitations to participate cannot be posted in the Federal workplace, even as part of general invitation in newsletters or informational email messages of non-Federal organizations. Both cash and pledge fundraising under the CFC and non-CFC in-kind, non-cash charitable activities are subject to general ethics requirements concerning use of Federal equipment, appropriate use of employee time, and appropriate use of positions and titles.

Charitable events soliciting in-kind donations (e.g., school supplies, clothing, food) are not restricted in the Federal workplace, and such events can be conducted at any time of the year with the approval of NASA IV&V Management. To request approval for an in-kind charitable event, complete Form 1302, *Charitable Activity Request Form*, describing the purpose of the event and providing the details pertaining to arrangements (i.e., date, schedule, space, and support staff requirements). Submit the form to the Strategic Communication Office Lead. The Strategic Communication Office Lead will present charitable event requests to NASA IV&V Senior Leadership. In the event of an urgent need for a charitable event for in-kind donations, consideration will not be delayed, and a response will be given to the requestor in a timely manner.

The Strategic Communication Office will notify you of the final determination. If more information is needed to make a determination regarding your request, the Strategic Communication Office will contact you.

Upon approval, charitable drive/event planning/execution may begin. Individuals planning charitable drives/events will follow any standing policy or guidance given for the conduct of other meetings and events at the NASA IV&IV Program (e.g., scheduling, health and safety regulations, work instructions).

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The NASA IV&V Program's policy regarding fundraising in the Federal workplace is in accordance with OPM and NASA policy. The following guidelines will help to ensure that all actions are in accordance with the OPM/NASA regulations and consistent with NASA IV&V policy, and that the workforce (supporting staff or participating staff) is not burdened or stressed by over-scheduling of such initiatives.

1. Any in-kind charitable donation of food, clothing, school supplies, etc. may be conducted for a period of up to one month if it is the only drive requested for that period of time.
2. No more than two non-CFC in-kind charitable events will be conducted per month and should not be conducted simultaneously.
3. Fundraising on behalf of CFC and the CFC pledge drive activities may be conducted simultaneously. For example, events such as a luncheon to raise proceeds for a specific CFC charity or the CFC general fund and/or the annual Christmas auction may take place during the CFC pledge drive season.
4. The leader of any charitable event (CFC or non-CFC) should provide a written summary of the conduct of the event to the Strategic Communication Office Lead. The summary should include the names of the individuals who planned and executed the event, pertinent details about the charity involved, what the proceeds were, and how the proceeds were distributed.
5. The Strategic Communication Office will keep an archive of the summaries of all charitable activities (CFC and non-CFC) conducted on behalf of the NASA IV&V Program.

Note: All charitable events conducted by the NASA IV&V Program are strictly voluntary; no coercion of any kind by anyone is permitted.

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OPM/NASA regulations allow cash fundraising in a Federal workplace only via the Combined Federal Campaign (CFC). However, charity drives/events for the collection and disbursement of such items as food, clothing, school supplies, and toys are allowable. Should you wish to have a charitable initiative considered, approved, and scheduled for the NASA IV&V Program, please complete this form and submit it to the Strategic Communication Office Lead. All such requests will be taken before NASA IV&V Senior Leadership for consideration. You will be notified by the Strategic Communication Office if your charitable initiative is approved. Once it is approved, the initiative will be added to the NASA IV&V event calendar. Please keep in mind that the use of Federal workforce/workplace time and materials must be kept to a minimum to ensure compliance with the regulations (Misuse of Position and Outside Activities subparts of the Standards of Conduct in 5 CFR, Part 2635).

DATE OF REQUEST: / /

To: Strategic Communication Office

From:

Name of Charitable Organization:

Date(s) of Drive/Event:

Purpose of Drive/Event:

Type of Drive/Event:

Sponsor:

Point of Contact:

This section for Senior Leadership Response

Approved Without Exception

Approved With Exception

Not Approved

Explanation for Determination:

DATE: / /

Please provide supporting details: