

# Form 1302: Charitable Activity Request Form

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

Cash fundraising is not allowed in the federal workplace. This includes announcing, advertising, or promoting fundraisers.

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

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. The leader of any charitable event (CFC or non-CFC) should provide a written summary of the conduct of the event to the Strategic Communications 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.
4. The Strategic Communications 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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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 Communications Office Lead. All such requests will be taken before NASA IV&V Senior Leadership for consideration. You will be notified by the Strategic Communications 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 Communications 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:**