



16790

13 November 2007

SEVENTEENTH COAST GUARD DISTRICT AUXILIARY DIRECTIVE 07

Subj: SEVENTEENTH DISTRICT AUXILIARY DONATION SOLICITATION PROCESS

Ref: (a) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series), Ch 5.H.

1. **PURPOSE.** The goal of this document is to provide guidance to all D17 Auxiliary members who wish to solicit for any kind of donation as a flotilla member.
2. **DISCUSSION.**
 - a. Flotillas are the only Auxiliary "unit" authorized by the Commandant to conduct fund raising or solicitation of donations, as outlined in ref (a). Any flotilla member that solicits gifts is doing so as a representative of the flotilla commander.
 - b. The flotilla must request permission to solicit funds or other donations by submitting the Auxiliary Solicitation Form, enclosure (1). The Director (DIRAUX) and the District Commodore (DCO) will determine whether or not the flotilla will be given authorization to solicit the funds/donation.
 - c. As part of the approval process, DIRAUX and DCO will work together to conduct a "Prohibited Source Determination", under the guidance of the D17 Legal Officer. This must be accomplished before any solicitation is approved as outlined in ref (a).
 - d. If approved, the flotilla may solicit the donation. As outlined in ref. (a), receipt of donations, gifts of funds or services from any single business or entity can not exceed \$2,500 per transaction or \$5,000 cumulative in total value in a calendar year.
 - e. When a flotilla receives a donation, either solicited or unsolicited, the flotilla commander must provide a written acknowledgement for a donation of \$250 or more to comply with the applicable IRS regulations regarding donations.
3. **ACTION.** Flotilla Commanders shall ensure that this directive is followed in regards to soliciting funds and accepting gifts.

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4. **RESPONSIBILITY.** The Director, in conjunction with the D17 Commodore and the DSO-LP, will make changes to this addendum as required.



S. J. ALBRIGHT
Lieutenant Commander, U. S. Coast Guard
Director of Auxiliary
Seventeenth Coast Guard District

Encl: (1) D17 Auxiliary Solicitation Request Form

D17 Auxiliary Solicitation Request

Date: _____

From: Flotilla Commander: _____

To: DIRAUX

Thru: DSO-LP
DCO

1. Name of Organization that the flotilla wishes to solicit:
2. Description of Organization: (i.e. local bank, or Statewide Benevolent Organization)
3. Amount of funding requested:
4. If approved and received, how will the flotilla use the funds?
5. Attach a draft copy of the correspondence the flotilla plans to use to contact the organization regarding the solicitation.

DSO-LP Endorsement: recommend approval ____ disapproval ____
____ Recommend D17 (dl) conduct the Prohibited Source Determination