

U.S. Department of  
Homeland Security

United States  
Coast Guard



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16790

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## 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 additional guidance to D17 Auxiliary members who wish to solicit a gift or donation for their flotilla from a local community charitable agency, business or merchant. This directive does not include the process for requesting or receiving grants. A grant requires an application and inherent to the application is the expectation that some prescribed objective will be met, or terms of the application will be adhered to. Refer to D17 Auxiliary Directive 04 for the Grant Application Approval Process.
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 (FC). When soliciting a gift or donation, members should not be in uniform.
  - b. FCs, or Vice Flotilla Commanders in the FC's absence, must request permission to solicit funds or other donations by submitting the D17 Auxiliary Donation Solicitation Request Form online or enclosure (1) to the District Commodore (DCO) after notifying their Division Commander (DCDR). If the FC wants to solicit the same type of gift/donation from several organizations or companies, they may use the online form to request solicitation of up to three organizations/companies. Enclosure (1) can only be used to solicit from one company/organization at a time.
  - c. As part of the approval process, the DCO and Director of Auxiliary (DIRAUX) will work together to conduct a "Prohibited Source Determination". If necessary, the DCO and DIRAUX will request support of the DSO-LP and/or the D17 Legal Officer. This must be accomplished before any solicitation is approved as outlined in ref (a).
  - d. The FC and DCDR will be notified as soon as possible by the DCO via email. If approved, the FC 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. The \$2,500 / \$5,000 caps apply to how much a

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recipient flotilla may receive. A donor may contribute up to \$5,000 each year (in transactions no larger than \$2,500) to as many flotillas as it desires.

- 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.** District Commodore, Division Commanders and Flotilla Commanders shall ensure that this directive is followed in regards to soliciting funds and accepting gifts.
4. **RESPONSIBILITY.** The DIRAUX, in conjunction with the DCO and the DSO-LP, will make changes to this addendum as required.



C. FERN

Lieutenant Commander, U. S. Coast Guard

Director of Auxiliary

Seventeenth Coast Guard District

Encl: (1) D17 Auxiliary Donation Solicitation Request Form

## D17 Auxiliary Donation Solicitation Request Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_, 170-\_\_-\_\_, Flotilla Commander

1. Name of organization/company: \_\_\_\_\_

2. Description of organization/company: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. To your knowledge, does this organization/company conduct activities that are regulated by the Coast Guard? \_\_\_\_\_ (If yes, please attach or email details separately.)

4. Amount of funding or type of donation being requested: \_\_\_\_\_  
\_\_\_\_\_

5. If approved, how will the flotilla use the funds? \_\_\_\_\_  
\_\_\_\_\_

**Note: Written approval of both DCO and DIRAUX are required.**

DCO:         Approved  
               Disapproved. Attach or email reasons separately

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DIRAUX:     Approved  
               Disapproved

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DSO-LP: (if necessary)

Recommend approval  
 Recommend disapproval. Attach or email reasons separately.  
 Recommend D17 (dl) review. Attach or email reasons separately.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return to FC for action.