

Guidelines for Lewis Exchange Gift Wrapping 2020

Eligibility to participate in this fundraising opportunity is limited to Recognized Informal Funds (i.e. Booster Clubs, FRGs & Unit/Informal Funds) and JBLM Private Organizations (POs).

To register your group for gift wrapping at the Lewis Exchange by going to <https://www.eventbrite.com/e/lewis-main-exchange-gift-wrapping-20-registration-74463186395>

Groups are limited to an initial registration of one (1) timeslot until 4 p.m. Nov. 9, at which time any available slots will be opened up with a limit of three (3) total per organization. Should there be any open slots after Nov 26, they will be filled on a first-come, first served basis with a limit of 7 total per group. A waitlist will be available.

By following these guidelines you can help continue this great fundraising opportunity.

AAFES supplies wrapping paper, ribbon and tables:

- At the beginning of your group's shift, check the table. If you need more wrapping paper or ribbon supplies, locate the nearest greeter & ask them to page the store manager. Your organization must bring all other materials needed each day, such as: scissors, tape, post it notes, pens, etc.
- You must supply your own donation box.
- You must have a sign prominently stating the name of the organization doing the gift wrapping. Please, no handwritten signs.
- Before putting up your sign, please check with the AAFES office to find out where you are allowed to place it.
- This fundraising event is approved on the basis of "donations only". Do not put up signage suggesting any dollar amounts for gift wrapping.
- Tables are being provided by AAFES. If chairs are desired for your workers, your organization must provide them. **Do not use the chairs from the food court.** Please be sure to treat tables/coverings with care and keep all loaned equipment together. **Do not draw or write on the tablecloths.**
- AAFES may occasionally provide gift boxes. A representative from your group may ask about boxes at the manager's office. If you have been provided boxes by AAFES, please return what you do not use.

Official Gift Wrapping fundraiser location and time:

- The approved gift wrapping location is tentatively in the corner of the food court. There will be two tables. The wrapping paper will be under the tables. Pull the tables out from the wall approximately two feet to allow you to stand behind the table with your backs to the wall.
- Two 5-hour shifts are available per day. Shift 1 – 0900-1400, Shift 2 – 1400-1900.
- Should AAFES announce late shopping days, please be prepared to adjust shift times to match store hours. These days are not available at the time of printing.

Loud speaker announcements:

- AAFES may make periodic announcements over the loud speaker referencing the group sponsoring gift wrapping for the day.
- You may stop by the information desk to let them know you are sponsoring gift wrapping for that day and ask if they are willing to make periodic announcements for you. But please keep in mind they are not required to do so.

Before going home for the day:

- Please be courteous and leave the area clean for the next organization.
- Remember to take all of your organization's supplies home with you each shift, including your donation box and money.
- Please leave wrapping paper under the table at the end of the day. Please do not take the paper home with you. The wrapping paper is provided by AAFES and considered their property.

Important reminder:

- You are representing your organization. You are not representing your squadron, the base or the military.
- Service members may not participate in this fundraising event on military time or in military uniform. Active duty must be on leave status if participating during the duty day and must be in civilian attire, per Joint Ethics Regulation DoD 5500.7-R, Chapter 3-210. Those who do not follow these instructions will forfeit any remaining fundraising time they have.
- Please conduct yourself in a professional manner.
- Do not participate in any Exchange drawings while you are on gift wrapping duty. Many Exchange patrons perceive you to be part of the AAFES team, and may take offense if you win the drawing or are observed filling out raffle tickets.
- ***If you must make a schedule change, please coordinate with Kelly Wetzel at the MWR Special Projects/Private Organizations Office, at (253) 967-5356. Business hours are 0800-1630 Monday-Friday.***
- ***FRGs must have a Commander's Permission Form on file. Forms are located at <https://jblm.armymwr.com/programs/privateorgs>***