



# Volunteer Opportunities and Ground Rules

*For Licensed Financial Professionals*

This document provides guidance to licensed financial professionals regarding volunteer opportunities with the First Command Educational Foundation (FCEF). The Foundation began in 1983 as a private foundation within First Command Financial Services (FCFS). However, it was incorporated as a separate organization. We were approved by the IRS as an incorporated independent public charity in 2011. Since that time, FCEF has operated independently of FCFS and its subsidiaries, including having our own Board of Directors.

FCEF is an approved 501(c)(3) organization under the Internal Revenue Code. Donations qualify as tax-exempt to the extent allowed by law. Maintaining separation between corporate business goals and being a volunteer speaker with a charitable non-profit organization is essential. This distinction maintains our tax-exempt status that underpins the many philanthropic works we conduct on behalf of our military service members and their families.

## Our Mission is to “Educate Those Who Serve”

Financial professionals and other working professionals have a long history of making generous voluntary contributions of money, time, facilities, and equipment to the FCEF. Volunteer Speakers enable us to provide financial education to military service members and their families across the country.

We are continually in need of volunteers to provide educational presentations, workshops, seminars, and conferences. In all cases, FCEF will prepare the appropriate materials, deliver them to the volunteer, and cover applicable expenses directly related to the educational opportunity. We often need the expertise of financial advisors to properly articulate content in meaningful and understandable ways.

## Ground Rules for Volunteer Speaker Activities with FCEF

FCEF will provide materials to the Volunteer Speaker as soon as possible once a volunteer speaking engagement has been confirmed. The volunteer will receive the date and location of the event, a brief description of the intended audience, and the name materials to be used. Volunteer Speakers **will not** obtain or keep a list of the attendees at an event. Volunteer Speakers **may not** alter or otherwise change any materials to be used at an event.

*During volunteer activities, licensed financial professionals may not engage in selling or solicitation activities of any kind.*

FCEF requires Volunteer Speakers to sign a Volunteer Agreement, including a Code of Ethics and Code of Conduct, before being eligible to give presentations on our behalf.

Licensed financial professionals can volunteer with FCEF and give financial presentations, seminars, and other activities at public or private schools, hotels, or other locations not on DoD military installations. FCEF has the approval to conduct educational presentations on DoD military installations with the permission of the applicable Military Department and installation commander. DoD regulations impose the following limits on our





on-installation presentations, including a specific prohibition on the use of financial advisors and insurance agents in the programs:

1. Licensed financial professionals may not conduct educational presentations on behalf of the FCEF. DoDI 1344.07, para. 6.7 prohibits commercial agents, including representatives of loan, finance, insurance, or investment companies, from making on-installation presentations to members of the Military Services on personal financial affairs, including such subjects as insurance, savings, and budgeting.
2. FCEF or their volunteers may not recommend any financial services company, product, or service during educational presentations for members of the Military Services.
3. The volunteer speaker must disclose that neither FCEF nor DoD endorse or favor any commercial supplier, product or service, or promote the services of a specific financial institution.
4. Licensed financial professionals may sit in on FCEF's education presentations *if*
  - a. Attendance is cleared in advance with the installation,
  - b. They **do not** conduct solicitation activities while present, and
  - c. FCEF does not endorse the financial professional.
5. FCEF or their volunteers may not request contact information from attendees

Installations will likely insist that financial professionals not attend; however, a few installations may be willing to allow it.

## Use of FCEF Materials

Foundation materials may only be used for the specific presentation for which they are provided. Any other use must be approved by FCEF in advance. The materials are for educational purposes and are not intended as financial advice. Reproduction or transmittal of the materials requires the prior written permission of FCEF.

