



Feds Feed Families

Ethics Guidelines

July 2019

Feds Feed Families (FFF) is an annual food collection drive within the Executive Branch that seeks to help food banks and pantries remain stocked with key food items during the summer months when the pantries traditionally see a decrease in donations and an increase in need. FFF is an authorized “in-kind” (i.e. non-cash) food collection drive and does not involve fundraising. The Service encourages active participation in FFF, while reminding employees about the following guidelines:

WHO and HOW you ask for contributions:

- **YOU MAY:**
 - Notify Service employees about the food collection drive.
 - Place donation receptacles in common areas to collect voluntary food contributions.
 - Use limited official time for the FFF, if authorized by your supervisor.
- **DO NOT:**
 - Solicit monetary donations. (Only in-kind food contributions are allowed.)
 - Solicit donations from contractors, non-Federal persons on Federal property, or outside organizations. (However, unsolicited in-kind contributions from these entities are allowed.)
 - Solicit contributions from subordinate employees. (However, supervisors may encourage participation in the food drive.)
 - Request information about a specific employee’s contributions to the food drive.
 - Create lists of employee contributors or non-contributors.
 - Reward employee contributors with monetary or other awards

Group purchases of food items for donation:

- **YOU MAY:** Pool funds among employees on an informal basis to allow one employee to make a trip to a retailer to purchase food for a group contribution.
- **DO NOT:** If you are a supervisor, do not promote or coordinate informal group collection efforts.

Virtual (on-line) donations:

- **YOU MAY:**
 - Make contributions by ordering food online from retailers who deliver the food directly to participating FFF food pantries. Some pantries may credit these donations to the FFF.
 - Make online monetary contributions directly to FFF food pantries. Some pantries may credit the FFF by translating the donation into a contribution of “pounds” of food.

Special events (bake sales, gleaning efforts, food pantry volunteer work, etc.)

- **YOU MAY:**
 - Conduct bake sales and similar events where perishable items are given to employees in exchange for non-perishable food contributions; however, no cash sales allowed!
 - Conduct FFF special events. However, prior approval is required from a Service Ethics Counselor.
- **DO NOT:** Administrative leave is not authorized for FFF special events, gleaning efforts or food pantry volunteer work.