

## SPECIAL MORALE AND WELFARE FUNDS

- SMW funds are Event Specific Funds
- Dollar limits are set on each event, but the amount of events has no limit
- Letter written by each 377 ABW/CC based on SMW Guidelines set out by AFI 34-20.
  - Commander chooses what he/she wants for Base.
- Currently request approval delegated down to SVS/CL from ABW/CC
- Currently authorized funding:
  - Retirement: \$75 Light Refreshments & optional \$20 for spouse flowers/memento
  - Change of Command: Squadron \$200, Group/Wing \$500, Center \$1500
  - Promotion: \$30 Light Refreshments or Rank Insignias etc.
  - Memorial Service: \$50 Wreath for Service, or \$50 donation to a chosen charity
  - Welcome Baskets: \$10 per visitor bag, E-9, O-6, and above
  - Commanders Call: \$1 per military member assigned to unit
  - Civic Affairs: \$20 for meal of Commander or delegate representing the Air Force
- Anything else requires a 377 ABW/CC Approval. Special Request
- Purchasing
  - Funds may be spent anywhere (Commissary, Costco, Sam's, Walmart) but not go to reimburse any taxes, however surcharges from commissary are acceptable.
- Light Refreshments
  - Acceptable Items: Nonalcoholic beverages, coffee, tea, milk, juice, soft drinks, donuts, desserts, chips and dip, cheese and crackers, fruit/vegetable trays, bagels, fruit, pretzels, cookies, chips, muffins, and similar items. Including plastic utensils, paper, plastic, or styrofoam plates and cups
  - NOT Acceptable Items: Alcoholic beverages of any kind, complete meals, buffets, banquets, smorgasbords, heavy hors d'oeuvres, etc. do not qualify as light refreshments. Heavy hors d'oeuvres are defined as any foods that consist of meat, poultry, or fish products. Pizza rolls and finger sandwiches are also considered heavy hors d'oeuvres. SMW may not be used to purchase decorations, invitations, or tablecloths