



Military and Naval Affairs

KATHY HOCHUL
Governor
Commander-in-Chief

RAYMOND F. SHIELDS, JR.
Major General
The Adjutant General

11 MAR 2024

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Financial Guidelines for the Presentation of Gifts and Social Functions

1. **Applicability:** This policy is applicable to all members assigned to the New York State's Organized Militia, including the New York Army National Guard, New York Air National Guard, New York Naval Militia, New York Guard, and all state and federal employees of the Division of Military Naval Affairs and Joint Force Headquarters-New York.
2. There are two main types of social functions where gift giving may be customary:
 - a. Officially authorized activities which may involve monetary collections from attendees. This would include agency holiday or similar type gatherings; agency picnics or award ceremonies; dining-ins and dining-outs; and,
 - b. Unofficial gatherings such as retirement lunches and dinners.
3. The following guidelines are meant to prevent the perception of or actual impropriety in relation to the presentation of gifts, and applies to honorees and their spouses:
 - a. Contributions for gifts must be voluntary. Senior officials soliciting contributions must be mindful to avoid the appearance that a contribution is mandatory.
 - b. Individual contributions may not exceed ten dollars (\$10.00) for federal members and fifteen dollars (\$15) for state members per individual.
 - c. The total value of the gift from any organizational entity may not exceed \$300 for each honoree. If the total contributions exceed the \$300 limit, the excess funds should be applied to enhance the function; for example, additional snacks and/or flowers so that all attendees benefit. Excess funds should be returned in equal parts to all contributors, and not given to the person honored at the event.
 - d. Gifts may not be in the form of cash or gift cards.

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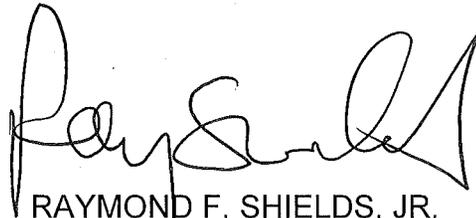
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e. Announcements of a social function should indicate separately: the cost to attend the function (meal, entertainment, etc.), and the contribution amount toward the gift (not to exceed \$10 for federal or \$15 for state).

4. No governmental fund or account can be used for the deposit of revenue derived from the aforementioned activities. Unofficial bank accounts established for a social function cannot bear the name "New York State" or "Division of Military and Naval Affairs".

5. Excluded from the above-mentioned guidelines are activities conducted in regard to everyday bottled water clubs or coffee clubs.

6. Any questions in relation to these guidelines can be referred to the Staff Judge Advocate at (518) 786-4541.



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