

# FUNDRAISER REQUEST

\*\*\* See reverse side to initial by the instructions \*\*\*

<b>1. Fundraiser Time(s) and Date(s):</b>	<b>Full Organization Name:</b>		
	<b>Email:</b>	<b>Phone (DSN/Comm):</b>	
	<b>Constitution/Bylaws Date:</b>	<b>Insurance Waiver Date:</b>	<b>Name/ # of fundraisers held this quarter (ex: 1. Donut Sale):</b>

EVENT DETAILS <i>Be descriptive- vague forms will be returned for clarification. If necessary, attach more information</i>	Yes	No	Check Yes or No
<b>WHAT/HOW DETAILS (e.g., volunteers will bake and prepackage cookies to sell in civilian clothes on their off-duty time):</b>			1. The requesting organization primarily consists of AF/DoD members or dependents. (see reverse #3)
			2. Will all volunteers be helping during duty hours? (see reverse #3)
			3. This event involves food preparation. (see reverse #12)
<b>WHERE (e.g., in front of the BX):</b>			4. Is the location of this event considered the workplace? (see reverse #6)
<b>WHY (e.g., to offset costs of unit party):</b>			5. Will there be advertising? (see reverse, #9 & #10)
			6. Will alcohol be sold or provided by the PO at this event? (see reverse #11)
<b>ADVERTISING METHOD - How &amp; Where *Include in package (e.g., flyer):</b>			7. Does this fundraiser's product compete with AAFES? (see reverse #7)

I request authorization to hold the fundraising event described above. If approved, I further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, and liability, however caused, arising out of, or in any way connected with this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee of the United States or member of the United States Armed Forces. I understand should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable. I understand all instructions and will follow all applicable guidelines.

<b>Name, Grade, and Duty Title of POC:</b>	<b>Signature of POC:</b>	<b>Date:</b>
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## 2. COORDINATION *-(If applicable, Print Name, Sign, Date and Check the Box if including attachments)*

21 FSS/FSR	Proposed Base Facility: _____	Visitors Center	Safety
21 SFS	21 CES	AAFES	Public Health

**3. 21 SW/JA RECOMMENDATION:**       APPROVAL       DENIAL

During CFC or AFAP but qualifies as a local internal program away from the workplace under AFI 36-3101, Table 1, Rule 4

**REMARKS:**

<b>Name, Grade, and Duty Title:</b>	<b>Signature:</b>	<b>Date:</b>
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**4. APPROVAL AUTHORITY DECISION:**  
 Your request to conduct a FUNDRAISER at the time(s) and date(s) indicated is:     APPROVED     DENIED

**REMARKS:**

<b>Name, Grade, and Duty Title:</b>	<b>Signature:</b>	<b>Date:</b>
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## INSTRUCTIONS

### Section 1. Continued

**Read each item below and acknowledge understanding by initialing to the left.**

- \_\_\_\_\_ 1. Generally, fundraising is governed by DoD 5500.07-R, AFI 34-223, and AFI 36-3101, which should be reviewed.
- \_\_\_\_\_ 2. Appropriate coordination and approval from the agencies listed is required BEFORE conducting a fundraiser:
- |  |                              |
|--|------------------------------|
| A. 21 FSS/FSR (DSN: 834-4023)  | F. CES (DSN: 834-7631)       |
| B. Base facility proposed for fundraiser   | G. Safety (DSN: 834-8001)    |
| C. Public Health (DSN: 834-1225) – only if the event involves handling/preparation of food | H. 21 SW/JA (DSN: 834-4871)  |
| D. Visitors Center (DSN: 834-4678)   | I. 21 MSG/CD (DSN: 834-7338) |
| E. SFS (DSN: 834-4000)   |                              |
- \_\_\_\_\_ 3. Members may **NOT** actively participate in fundraising while on duty or in uniform. All DoD members who participate in this event must do so with the clear understanding that they may only do so in their individual capacity and not in any official capacity. This restriction also applies to DoD civilian employees. A DoD employee shall not knowingly solicit or make solicited sales to DoD personnel who are junior in rank, grade or position, or to the family members of such personnel, on or off duty. DoD 5500.07-R, Section 5-409.
- \_\_\_\_\_ 4. Private organizations **are prohibited** from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging the use of any commercial business concerns. AFI 34-223, paragraph 10.9.3.
- \_\_\_\_\_ 5. Private organizations may **NOT** conduct games of chance, lotteries, raffles, or other gambling-type activities other than those permitted by AFI 34-223, paragraph 10.16. Raffles must comply with all state and local laws (Colorado Statutes, 12-9-101 through 12-9-301). POs may conduct these types of raffles if: (1) the raffle will raise under \$5,000; AND (2) the PO is a certified nonprofit organization under IRC 501(c)(3) OR is a non-profit organization whose major activities are conducted for “charitable or community betterment purposes.” Raffles must be held away from the workplace.
- \_\_\_\_\_ 6. Fundraisers are to be conducted away from the workplace. The installation commander determines which areas of the installation are and are not workplaces. AFI 36-3101, paragraph 13.3 provides examples of what are considered “workplaces” (e.g., offices, hangars, flight line) and what are not (e.g., base quarters, entrances, lobbies or concourses of buildings, schools, chapels).
- \_\_\_\_\_ 7. A fundraiser may not consist of frequent or continuous resale activities, or duplicate or compete with AAFES activities or Services NAFIs. AFI 34-223, paragraphs 10.8, 10.9. However, occasional sales are permitted. Occasional has been defined as not more than two (2) per calendar quarter.
- \_\_\_\_\_ 8. POs and unofficial activities/organizations may accept gifts and donations, but **solicitation** of gifts or donations is **prohibited** on base. AFI 34-223, paragraph 10.15.1. **Off-base solicitations** must clearly indicate they are for a PO and not for the base or any official part of the Air Force (see #4). Organizations may conduct other types of solicitation on base, away from the workplace, with approval of the installation commander (or delegate). AFI 36-3101, Table 1.
- \_\_\_\_\_ 9. POs may **NOT** use DoD communication resources (e-mail, telephones, internet, copiers, etc.) to promote an event. POs must furnish their own equipment, supplies, and other materials. LIMITED SYSTEMS: AFI 34-223 para 11.1.3
- \_\_\_\_\_ 10. Advertising may not occur until the fundraiser is approved. **A copy of any proposed advertisement must be included with this request.** POs must prominently display the following disclaimer on all advertising, “THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.” AFI 34-223, paragraph 10.1.2.3. Contact the building facility manager before posting advertising materials. Official DoD or unit seals, rank, title, duty email, official letterhead, and duty phone number may not be used.
- \_\_\_\_\_ 11. POs and unofficial activities/organizations may **NOT** sell or serve alcoholic beverages. AFI 34-223, paragraph 10.10.
- \_\_\_\_\_ 12. Any fundraiser involving the sale or preparation of food must comply with AFI 48-116, *Food Safety Program*, and be coordinated with the Public Health Office.
- \_\_\_\_\_ 13. POs may hold up to two (2) fundraisers per calendar quarter:  
1 (Jan Feb Mar), Q2 (Apr May Jun), Q3 (Jul Aug Sep), Q4 (Oct Nov Dec)      \*Coordinate early for AFAF and CFC months
- \_\_\_\_\_ 14. Even with an insurance waiver, the approval authority may still require liability insurance for specific events that involve a greater risk of injury or damage.
- \_\_\_\_\_ 15. This form must be kept on hand and properly displayed during the entire fundraiser.
- \_\_\_\_\_ 16. THE COMMANDER MAY **WITHDRAW** AUTHORIZATION OF ESTABLISHMENT OR OPERATION OF A PO IF IT IS PREJUDICE OR DISCREDITS THE U.S GOV, CONFLICTS WITH GOV ACTIVITIES, OR FOR ANY OTHER REASON OR JUST CAUSE. (AFI 34-223 para 6.1)

**Once submitted to 21 FSS/FSR, the approval process typically takes at least twenty (20) business days. Please plan accordingly.**