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| **FUNDRAISER REQUEST FORM** |
| **AFI 34-223, *Private Organizations Program*, 13 Dec 2018, and DAFI 36-3101, *Fundraising*, 26 Oct 2022, govern fundraising activities in the Air Force. Private Organizations** (POs) are self-sustaining special interest groups set up by individuals acting exclusively outside the scope of any official Air Force duties that have registered with FSS and have been approved to operate on the installation. All PO fundraisers require FSS approval. **Unofficial unit- affiliated activities** (UAs) are groups composed of DoD/AF unit personnel and family members with assets that consistently fall below $1,000.00 a month. UAs that wish to conduct "for us, by us" fundraisers among its personnel and family members do not require FSS approval unless fundraising will extend beyond unit personnel and family members. |
| **NAME OF REQUESTER:** | **REQUESTER'S PHONE NUMBER:** |
| **EVENT DETAILS** |
| **WHO** | **WHAT** |
| *(Group Name)* | *(Ex. wishes to hold a chicken sandwich sale)* |
| **WHERE** | **WHEN** |
| *(Ex. on base or off base, in a common area or non-workplace)* | Date: |  |
| Time: |  |
| **FUNDRAISER POLICIES** |
| **Section A: To be completed by ALL. Please acknowledge you understand the following:** |
|  | Fundraisers involving food require an application for a Temporary Food Booth from Medical & Public Health. |
|  | You may not fundraise during the Combined Federal Campaign and AFAF, unless an exception is granted. |
|  | Your event may not take place in an area considered the Federal workplace such as an office or hangar. |
|  | You may not duplicate or compete with existing NAFI (FSS Services Activities) or AAFES operations. |
|  | You may not sell or serve alcoholic beverages. |
|  | Your organization may not conduct more than three fundraisers per calendar quarter. |
|  | You may not advertise or conduct this event until approved by FSS. |
|  | You have read and agree to abide by the guidelines contained within the fundraising information sheet and AFIs listed above. |
| **YES** | **NO** | **Section B: To be completed by Unofficial Activities** |
|  |  | Does this fundraiser extend beyond the personnel/family members of your unit? |
|  |  | Does your organization primarily consist of AF and/or DoD members/family members? |
|  |  | Do your monthly assets average less than $1,000 over a three-month period? |
|  |  | Do you understand “for us, by us” fundraisers should be of limited duration (e.g. the lunch hour), should be at a time/location with minimal mission impact, should include a two-person accountability system for cash transactions, and not involve contractor employees? |
| **YES** | **NO** | **Section C: To be completed by registered Private Organizations** |
|  |  | Is this Private Organization in good standing with FSS/FSR, IAW AFI 34-223? |
|  |  | Do you understand that direct solicitations for cash donations from non-members on base is prohibited? |
|  |  | Do you understand that all participants (military & civilian) must be volunteers, not in uniform, and, if the fundraiser is conducted during duty hours, members must be on leave, lunch or a regularly scheduled break? |
|  |  | Do you understand that official AF communication systems may not be used in furtherance of this fundraiser? (i.e. AF email) |
|  |  | Do you understand that this disclaimer MUST be on all printed media AND posted at your fundraiser location: **“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.”** |
| ACKNOWLEDGMENT: By signing this form, I attest that I am an authorized representative of the sponsoring organization, and request authorization to hold a fundraising event on base. If approved, I expressly agree to indemnify and hold the United States of America and the Department of Defense 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 federal employee. I understand should an incident occur, the sponsoring organization, rather than the Air Force, would be liable. |
| REQUESTER'S SIGNATURE: | DATE OF REQUEST: |

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| **THIS SECTION FOR STAFF USE ONLY** |
| **COORDINATION** |
| **FACILITY MANAGER** - The requester has coordinated the details of this fundraiser with me, and I have no objections to the fundraiser, if approved by FSS. | **PUBLIC HEALTH** - The requester has coordinated the details of this fundraiser with me and received the required training to handle/serve food. |
| SIGNATURE: | PHONE NUMBER: | SIGNATURE: | PHONE NUMBER: |
| DATE: | DATE: |
| **FSS/FSR**: This group has held fundraisers this quarter and is a UA or registered PO in good standing. | INITIAL: |
| **JA**: The fundraiser is: Legally Sufficient Not Legally Sufficient |
| COMMENTS: |
| NAME, GRADE, AND DUTY TITLE: | SIGNATURE: | DATE: |
| **APPROVAL AUTHORITY DECISION**: Your fundraiser request is  Approved  Conditionally Approved  Denied |
| COMMENTS: |
| NAME, GRADE, AND DUTY TITLE: | SIGNATURE: | DATE: |

# INSTRUCTIONS:

*Initial after reading each item below.*

1. Appropriate coordination and approval are required on all fundraising requests. Proper coordination procedures are listed below; please follow to ensure the proper agencies have reviewed your request.
2. All fundraising activities must be coordinated through the installation commander or delegate. Fundraising is governed by DoD 5500.7- R, AFI 34-223, and AFI 36-3101, **which should be reviewed in addition to these instructions**. Please email all forms at least 4 weeks prior to the event.
3. Private organizations **must not** do anything that implies Federal endorsement of a fundraising event and members **may not** fundraise while on duty, in uniform, or at the workplace. All DoD members who participate in this event may only do so in their capacity as individuals. Military & DoD civilians are subject to the requirements of AFI 36-3101 & the Joint Ethics Regulation (JER).
4. Fundraisers must be conducted **away from** the workplace. The installation commander determines which areas of the base are not workplaces. The AFI provides examples of what are considered “workplaces” (offices, hangars, flight line) and not (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms). The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.
5. All 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.
6. Official private organizations **may not** conduct games of chance, lotteries, raffles, or other gambling-type activities other than those permitted by AFI 34-223. These types of requests **must** be coordinated through JA.
7. Unofficial activities/organizations **may not** conduct games of chance, lotteries, raffles, or other gambling-type activities

# under any circumstances.

1. A fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES Services or NAFI activities. However, occasional sales are permitted. As such, organizations are **limited to a maximum of three (3) fundraisers per quarter.**
2. The AFI does not dictate how long a fundraiser can be. The commander may deny fundraising requests he or she deems to be too long.
3. Door-to-door solicitation is prohibited in military lodging. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques, and allow military personnel and their families a peaceful living environment.
4. **Government email may not be used in furtherance of this fundraiser** (DoD 5500.7-R and AFI 33-119). Advertisement of the event may not appear to be an official AF or installation endorsement of the event. POs and UAs shall **not** send base-wide emails to advertise the event.

 12. Advertising may not occur until the fundraiser is approved. A copy of the advertisement **must** be included in the fundraiser packet for approval prior to dissemination. Advertisements shall not contain official names belonging to the AF (such as unit names, office symbols, & ranks). The facility manager shall review an advertisement before it is posted in a building on base.

1. Written solicitation for donations or gifts is not considered fundraisers. They must comply with instruction 3 and must not be on official letterhead or use unit names, office symbols, or ranks.
2. Private organizations and unofficial activities/organizations **may not sell or serve alcoholic beverages.**
3. **Logistical Support**: POs must furnish their own equipment, supplies, and other materials. (AFI 34-223).

 16. Any fundraiser involving the sale or preparation of food must comply with AFI 48-116, *Food Safety Program*, and be coordinated with Public Health. **Please submit approved form with Fundraiser Request.** Hand sanitizer must be available on site.

1. Solicitation of DoD personnel junior in rank, grade or position is not allowed.
2. This form must be kept on hand during the entire fundraiser.

# COORDINATION

Once submitted to 910 FSS/FSR, the approval process can take up to 4 weeks. Please plan accordingly, as the below offices will review your package:

* 1. Base facility proposed for use. Needs signature before sending form to FSR for approval.
	2. Public Health (910 MDG) – **Only** if the event involves handling or preparation of food.
	3. 910 FSS/FSR
	4. Legal Office (910 AW/JA) – Legal Office may write up a formal legal review if necessary.