

# FUNDRAISER REQUEST FORM

<b>TO: 316 FSS/FSR</b> JB Andrews	<b>FROM: (POINT OF CONTACT/ PERSONAL EMAIL &amp; PHONE NUMBER)</b>	<b>DATE OF REQUEST</b>
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NOTICE: I request authorization to hold a fundraising event at [redacted]. 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.

<b>ORGANIZATION REPRESENTED (Name and Address)</b>	<b>TIME(s) and DATE(s) OF THIS FUNDRAISER</b>
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<b>To Complete Form, Please Read Instructions on Reverse and Initial Next to Each Number</b>	<b>Number of Fundraisers this Quarter (excluding this fundraiser)</b>  <div style="text-align: center;">_____</div> <b>OF 3</b>
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<p><b>DETAILS of your event:</b> (e.g., WHO: Marlins Magic, WHAT: wishes to hold a cookie sale, WHERE: in front of the BX, WHY: funds to be used to offset cost of a unit party. (Be complete and if necessary, attach more information on a separate page.)</p> <p><b>WHO:</b></p> <p><b>WHAT:</b></p> <p><b>WHERE:</b></p> <p><b>WHY:</b></p> <p>Advertising: The Joint Ethics Regulation prohibits the use of DoD communication resources (telephones, fax machines, e-mail, internet) or any other Government resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER Sec. 2-301(a) and (b)).</p> <p><b>SIGNATURE (I understand and agree to the instructions on the reverse side)</b></p> <p>Notes:</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">NO. OF EXPECTED PARTICIPANTS</th> </tr> <tr> <th style="width: 50%; text-align: center;">ADULTS</th> <th style="width: 50%; text-align: center;">CHILDREN UNDER 12</th> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 15%;">Yes</th> <th style="width: 15%;">No</th> <th style="width: 55%;">Check Yes or No</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>1. The requesting organization is primarily made up of AF/ DoD members.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>2. All participants will be volunteers, <b>not</b> in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>3. This event involves food preparation. (If yes, see instruction 16)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>4. The location of this event is considered away from the workplace. (See instruction 4)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>5. This event involves conducting games of chance, lotteries, raffles, or other gambling-type activities. (If yes, see instructions 6 and 7)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>6. Are your private organizations constitution and bylaws current and on file? (If no, see 316 FSS/FSR).</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>7. Are your private organizations insurance coverage OR waiver current and on file? (If no, see 316 FSS/FSR).</td> </tr> </tbody> </table>	NO. OF EXPECTED PARTICIPANTS		ADULTS	CHILDREN UNDER 12	_____	_____		Yes	No	Check Yes or No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. The requesting organization is primarily made up of AF/ DoD members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. All participants will be volunteers, <b>not</b> in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. This event involves food preparation. (If yes, see instruction 16)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. The location of this event is considered away from the workplace. (See instruction 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. This event involves conducting games of chance, lotteries, raffles, or other gambling-type activities. (If yes, see instructions 6 and 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Are your private organizations constitution and bylaws current and on file? (If no, see 316 FSS/FSR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Are your private organizations insurance coverage OR waiver current and on file? (If no, see 316 FSS/FSR).
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**COORDINATION (see reverse)**

	(A) Facility	(B) 316 MDG (if applicable)	(C) 316 FSS/FSR	(D) 316 WG/JA
Signature and date		See instruction 16		<input type="checkbox"/> Legally Sufficient <input type="checkbox"/> Not Legally Sufficient

**DECISION OF APPROVAL AUTHORITY:** Your request to conduct a FUNDRAISER at the time(s) and date(s) indicated is:

APPROVED                     
  DENIED                     
  NOT APPLICABLE

**REMARKS/ LIMITATIONS:**

<b>NAME, GRADE AND DUTY TITLE</b>  LISA KNIGHT STEVENS, GS-13, DAFC Deputy Director, 316th Force Support Squadron	<b>SIGNATURE</b>    
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## 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 316 WG/CC 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 316.FSS.FSR.NAF@us.af.mil 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 must understand that they may only do so in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the Joint Ethics Regulation (JER).
4. Fundraisers must be conducted **away from** the workplace. The 316 WG/CC determines which areas of JBA are not workplaces. The AFI provides examples of what are considered “workplaces” (offices, hangars, flight line) and what are not considered “workplaces” (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 and **only** these type of requests **must** be coordinated through 316 WG/JA.
7. Unofficial activities/organizations **may not** conduct games of chance, lotteries, raffles, or other gambling-type activities **under any circumstances.**
8. 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.**
9. The AFI does not dictate how long a fundraiser can be. The reviewing commander may deny fundraising requests he or she deems to be too long.
10. Door-to-door solicitation is prohibited in military housing areas. 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.
11. **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 JBA 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 by the reviewing commander. A copy of the advertisement must be included in the fundraiser packet for approval prior to dissemination. Advertisement shall not contain any official names belonging to the AF (such as unit names, office symbols, and ranks). The facility manager is required to approve any advertisement prior to posting a flyer in a building on base.**
13. **Written solicitation for donations or gifts are not considered fundraisers. They must comply with instruction 3 and must not be on official letterhead or use unit names, office symbols, or ranks.**
14. Private organizations and unofficial activities/organizations may not sell or serve alcoholic beverages.
15. **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 the JBA Public Health Office ((240) 612-1868). **Please submit approved form with Fundraiser Request.** Hand sanitizer must be available on site during the event.
17. Solicitation of DoD personnel junior in rank, grade or position is not allowed.
18. This form must be kept on hand during the entire fundraiser.

## COORDINATION

Once submitted to 316 FSS/FSR, the approval process can take up to 4 weeks. Please plan accordingly, as the below offices will review your

- A. Base facility proposed for use. Needs signature before sending form to FSR for approval.
- B. Public Health (316 MDG) – **Only** if the event involves handling or preparation of food.
- C. 316 FSS/FSR
- D. Legal Office (316 WG/JA) – Legal Office may write up a formal legal review if necessary