



Joint Base Charleston Fundraising Request Form

628 Force Support Squadron
102 N. Davis Drive, Suite 207E
Bldg 322
Charleston AFB, SC 29404
Phone: 963-4333 FAX: 566-1265

To: 628 Force Support Squadron PO POC 963.4333 / 963.4327	From: (POC)	Phone:	Date of Request:
Sponsoring Organization Name:		Email address of POC:	
Event Coordinator if different from POC:		Phone:	FAX:
Event Title:			
Date(s) of Event:		Time (s) of Event:	
Location of Event:			
Description of Event:			

<i>Initial</i>	<i>Please Note:</i>
	Fundraising is not permitted to take place in the work place without Installation Commander approval.
	Fundraising events generally are not permitted during the Combined Federal Campaign or the Air Force Assistance Fund campaign, IAW AFI 36-3101, <i>Fundraising within the Air Force.</i>
	PO Members may not be in uniform at fundraising events and must be off duty (Permission must be given by supervising commissioned officer)
	PO members generally must not use government resources for fundraising events and all publicity for the event must carry the following disclaimer in a clear and prominent manner "Event /Organization is not endorsed by the Air Force or the Department of Defense"
	Car Washes have an approved soap product requirement per Base Bioenvironmental: GUNK CAR WASH available at Auto Skills Center, Bldg 637, 203 Stewart Avenue, Charleston AFB, SC 963-4942
	Any issues with gifts/donations should be directed to the Base Legal Office or to the Force Support Squadron PO representative

I certify that this organization is in compliance with AFI 34-223, CAFBI 34-223 and AFI 36-3101 and that I have approved this fund raising event for this organization.	
Squadron Commander or Organization President: <i>Please sign</i>	Date:

Coordination as required in Para 4.7. : Coordination for fund raising events depends on the type of activity proposed. The facility manager of location of the event must coordinate to assure knowledge of the event, i.e., Shoppette, AAFES, Golf Course, Bowling Center, Fitness Center, Picnic Grounds, etc. Military Public Health must coordinate all events involving food. The Security Forces will coordinate on all events affecting traffic or security. Coordination must be complete prior to submission to 628 FSS/FSRB. Anyone wishing to utilize MWR buildings must coordinate through Force Support and meet all requirements AFI 34-262, Services Eligibility and Use.....COORDINATE WITH THE BELOW AGENCIES BEFORE ROUTING TO FSS/FSRB.

Facility:	SEG:	Public Health:	SFS:	JA:
FSRB Coordination: <i>Please Sign</i>			Date:	Copy Made: <input type="checkbox"/> Yes <input type="checkbox"/> No
				Report Entry Date:

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Deputy/Commander, 628 Force Support Squadron	
Date:	

Please complete and route form at least one week prior to the event. All coordination should be complete prior to bringing to Force Support for final coordination and approval. A scanned copy will be emailed back to the POC(s).