

Fundraising Request Form

TO: 628 FSS	FROM:	PHONE:	DATE:
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NOTICE: I request authorization to hold a fundraiser **ON / OFF (please circle one)** **JB Charleston**. I have a current Unofficial Activity (UA) or Private Organization (PO) letter on file with the 628 FSS and I understand that as a UA/PO my organization is responsible for all claims, loss, and liability connected with this event, whether or not contributed to by any negligence or alleged misconduct by any employee(s) of the United States or member(s) of the United States Armed Forces. Should any such incident occur, the individual members of the requesting organization, rather than the Air Force, will be liable. _____ **INITIALS** _____ **DATE** ***(President or other officer of UA/PO must initial/date)**

PRIVATE ORGANIZATION (PO) OR UNOFFICIAL ACTIVITY (UA) NAME:	TIME(s) and DATE(s) OF THIS FUNDRAISER
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To Complete Form Please Read All Acknowledgements and Return Completed Form to: ***SEE REVERSE PAGE FOR ACKNOWLEDGEMENTS***	NUMBER OF PREVIOUS FUNDRAISERS THIS QUARTER & DATES:
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<b style="color: red;">ALL FUNDRAISER REQUEST FORMS REQUIRE MINIMUM 2 WEEKS TO PROCESS NO EXCEPTIONS; ONLY 3 FUNDRAISERS PER QUARTER ARE AUTHORIZED. THIS INCLUDES OFF-BASE FUNDRAISERS.	# OF EXPECTED PARTICIPANTS	
	ADULTS	CHILDREN UNDER 12

INITIAL AND COMPLETE

		YES	NO
Details of your event: PO or UA must plan the WHO, WHAT, WHERE, WHEN, WHY, and HOW. (Please see the attached information sheet for further information.)			
Do you plan to advertise or solicit donations? Y N Initials _____	Have you submitted an establishment or annual review package for your PO/UA with 628 FSS in the past two years?		
Include a copy of all flyers and/or solicitation letters with your fundraiser request containing disclaimer notification below (AFI 34-223, para 10.1.2.3) printed on all documents.	Will all participants be: a) volunteers, b) not in uniform, and c) serving either off duty or with special pass?		
“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.” Initials _____	Will the event occur outside the workplace? (Base quarters, entrances, lobbies, or concourses of schools, chapels, etc. (AFI 36-3101, para. 2.6.4).		
<b style="color: red;">ADVERTISING PROHIBITIONS: The Joint Ethics Regulation prohibits the use of DoD communications resources (telephones, fax machines, e-mail, the internet) or other government resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling. (JER Section 2-301). Initials _____	Will the event involve solicitation in base housing?		
	Do you plan to seek official endorsement of this event? (see AFI 36-3101, para. 5.2)		
	If event is sponsored by a UA, were its assets less than \$1000 (on average) during the last 3-months?		
	Is the event planned during the CFC or AFA drives?		
	Does the fundraiser involve raffles, high risk activity or a golf tournament?		

COORDINATION

628 FSS will coordinate all requests through 628 FSS/CC for approval. (Non-DOD affiliated requests go to 628 MSG/CC for approval.)

Facility: Facility coordination is required for ALL fundraisers. AAFES/NEX, Shoppette or Commissary? If yes, request approval from AAFES or DECA prior to proceeding..

Facility:	RECOMMENDATION	Signature:	Date:
	Approval Disapproval		

Physical Activity: on base (i.e. fun-run, 5K, etc)? If yes, route request through Safety, Security Forces, Civil Engineering

Safety	Approval Disapproval	Signature:	Date:
Security Forces	Approval Disapproval	Signature:	Date:
Civil Engineering	Approval Disapproval	Signature:	Date:

Food Sales: (bake sale, chili sale, or any event that requires the handling and processing of food)? If yes, route request through Public Health (Food Safety Office) prior to submission to 628 FSS/FSR.

Public Health	Approval Disapproval	Signature:	Date:
628 FSS/FSR	Approval Disapproval	Signature:	Date:
628 ABW/JA	Approval Disapproval	Signature:	Date:

DECISION OF APPROVAL AUTHORITY: Your request to conduct a fundraiser at the times and dates indicated is: **APPROVED** **DENIED**

COMMENTS:

NAME, GRADE, AND DUTY TITLE	SIGNATURE/DATE
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ACKNOWLEDGEMENTS

I ACKNOWLEDGE AND UNDERSTAND THE FOLLOWING:

Initials	Statement
	1. Fundraising by POs and UAs is governed by AFI 36-3101, <i>Fundraising, Chapter 5</i> , and AFI 34-223, <i>Private Organization (PO) Program</i> . I have read and understand the requirements for conducting a fundraiser.
	2. I understand that all fundraising requests MUST BE SUBMITTED NLT TWO WEEKS PRIOR TO EVENT . We may not advertise this fundraiser until the event is approved. A request must be submitted for fundraising events both on and off base.
	2. I understand that unless the installation commander approves, PO or UA fundraising is not permitted during the COMBINED FEDERAL CAMPAIGN or AIR FORCE ASSISTANCE FUND CAMPAIGN .
	3. I understand that POs/UAs generally may NOT USE government resource (e.g., funds, equipment, vehicles, supplies, postage, tools) to support a PO/UA fundraising event or effort [5 C.F.R. § 2635.704(a); 5 C.F.R. § 2635.808 (c) (Example 2)]. Exceptions can be found in AFI 36-3101, para. 5.5.4.
	4. I understand that PO fundraising sales and activities are not authorized in my/our official capacity as a member of the Air Force or Federal Government [JER, Section 3-300]. All DoD participants must understand that they may only participate in their capacity as individuals. All volunteers must act in their PERSONAL CAPACITY , be ON LEAVE OR SPECIAL PASS , and OUT OF MILITARY UNIFORM , including set up or tear down of a fundraising event. An exception for “For Us, By Us” events can be found in AFI 36-3101, paras. 5.3.4.6 and 5.3.4.7.
	5. I understand that the Installation Commander authorizes the establishment and operation of a PO when he/she determines it will make a POSITIVE CONTRIBUTION to the quality of life of base personnel. I understand the commander may withdraw this authorization if the PO prejudices or discredits the United States Government, conflicts with Government activities, or for any other reason or just cause. (AFI 34-223 para. 6.1)
	6. I understand that a fundraiser SHALL NOT consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities. However, occasional sales, defined as not more than three (3) per calendar quarter, are permitted. This fundraiser may be authorized if it complies with this definition.
	7. I understand that door-to-door solicitation is generally PROHIBITED in military housing areas. As such, access to military housing for door-to-door solicitation is and will be highly restricted.
	8. I understand that solicitation of DoD personnel JUNIOR IN RANK, GRADE OR POSITION IS NOT ALLOWED WHETHER ON OR OFF DUTY . This includes family members of such personnel.
	9. I understand that POs and UAs may accept gifts and donations, but these organizations will not solicit gifts or donations on the installation. OFF-BASE SOLICITATIONS MUST CLEARLY INDICATE THAT SOLICITATIONS ARE ON BEHALF OF A PO/UA THAT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND HAS NO GOVERNMENTAL STATUS.” Donor/gift recognition may not be made publicly. Recognition of the gift or donation can only be made to members of the PO or those present at an event benefitting from the donation/gift, per AFI 34-223, para. 10.15.1.3.
	10. I understand that POs may not use the seals, logos, or insignia of the DoD, or any DoD Component, Unit, or Installation on PO letterhead, correspondence, titles, or in association with PO programs, locations, or activities, per AFI 34-223, para. 10.1.1. WITH WRITTEN APPROVAL FROM THE INSTALLATION COMMANDER, POs may use the name or abbreviation of the DoD, AF Organization/Unit or installation IF PO status is apparent and there is no appearance of official sanction or support from the DoD.
	11. I understand that as a UA/PO, my organization is responsible for all claims, loss, and liability connected with this event, whether or not contributed to by any negligence or alleged misconduct by any employee(s) of the United States or member(s) of the United States Armed Forces. Should any such incident occur, the individual members of the requesting organization, rather than the Air Force, will be liable. I certify that I have a current Unofficial Activity (UA) or Private Organization (PO) letter on file with 628 FSS.

Fundraising Requests

- Require **MINIMUM 2 WEEKS** to process
 - **NO EXCEPTIONS**
- Only **3** fundraising events per quarter are authorized.
 - This includes off-base fundraisers.
- **Please explain the following in detail on a separate sheet of paper. The more details that are given for your request, the easier it will be to process for review and approval.**
 - **WHO** – Official Name of the PO/UA
 - **WHAT** - Type of sale or event (as much detail as possible)
 - **WHERE** - Specific location (see page 2 of the fundraising form for definition of outside the workplace)
 - **WHEN** - include pre-sale and delivery/pick-up dates, if applicable
 - **WHY** - purpose for the use of funds
 - **HOW** - additional information as necessary
- Flyers and/or donation request letters **must** be submitted with your request form. **DO NOT ADVERTISE THIS EVENT UNTIL IT HAS BEEN APPROVED.**

ADDITIONAL INFORMATION

Please refer to the following AFI's for guidance on what is authorized/not authorized for Unofficial Activities and Private Organizations.

Air Force Instructions (AFI)

- AFI 36-3101 – FUNDRAISING WITHIN THE AIR FORCE
 - o <http://www.e-publishing.af.mil/shared/media/epubs/AFI36-3101.pdf>
- AFI 34-223 – PRIVATE ORGANIZATIONS (PO) PROGRAM
 - o <http://www.e-publishing.af.mil/shared/media/epubs/AFI36-223.pdf>
- AFI 34-116 – AIR FORCE GOLF COURSE PROGRAM MANAGEMENT
 - o <http://www.e-publishing.af.mil/shared/media/epubs/AFI34-116.pdf>
- Joint Ethics Regulation – DOD 5500.07-R
 - o <http://www.dtic.mil/whs/directives/corres/pub1.html>
- AFMAN 33-152 – USER RESPONSIBILITIES AND GUIDANCE FOR INFORMATION SYSTEMS
 - o http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afman33-152/afman33-152.pdf