

# FUNDRAISER REQUEST FORM

Previous Editions Obsolete  
(Read Instructions on Page 4 Before Completing Form)

<b>NAME OF FUNDRAISER COORDINATOR</b>	<b>DAYTIME PHONE NUMBER:</b>	<b>Private Org/Unofficial Activity Name</b>
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I request authorization to hold a fundraising event. If approved, I 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 anyway connected with the fundraising event for which approval was granted pursuant to this agreement, 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.  
**THIS FUNDRAISER REQUEST FORM SHOULD BE SUBMITTED AT LEAST 30 CALENDAR DAYS PRIOR TO THE START OF THE FUNDRAISER.**

<b>SIGNATURE OF PRESIDENT/VP:</b>		<b>DATE:</b>	
<b>START DATE</b>	<b>END DATE</b>	<b>LOCATION OF EVENT</b>	<b>NUMBER OF VOLUNTEERS</b>
<b>DATE:</b>	<b>DATE:</b>		<b>ADULTS</b>
<b>TIME:</b>	<b>TIME:</b>		<b>CHILDREN UNDER 12</b> 0

**DETAILS OF YOUR EVENT**  
(example: **WHAT:** car wash, **WHY:** to offset cost of unit holiday party)  
**PLEASE BE VERY DETAILED IN DESCRIBING THE EVENT. LACK OF SPECIFICS MAY DELAY PROCESSING OR RESULT IN OUTRIGHT DISAPPROVAL OF THIS REQUEST.**

**WHAT (continue on reverse side):**

**WHY:**

<b>PRINT ADVERTISEMENT w/DISCLAIMER:</b> <input type="checkbox"/> Flyer Attached <input type="checkbox"/> N/A	<b>PICTURE OF ITEMS TO BE SOLD:</b> <input type="checkbox"/> Attached <input type="checkbox"/> N/A
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I have read and understand the contents of AFI 34-223 and AFI 36-3101 as it pertains to fundraising activities.  
**Initials of Coordinator:**

**PO UA (For Private Org Office use only)**

Is this event/fundraiser sponsored by a Private Organization (PO) or an Unofficial Activity (UA)?

**YES NO**

Is the PO/UA authorized to conduct business on SJAFB?

Are all participants volunteers?

Will this event take place during the CFC or AFAF drives? (see para 5 on Page 4)

Will this event involve civilians without military IDs from off base?

Will there be alcohol involved?

**INSURANCE:** Current Policy: Yes / No    Approved Insurance Waiver: Yes / No / NA

## COORDINATION

(COMPLETE AS APPLICABLE ACCORDING TO INSTRUCTIONS ON PAGE 4)

**Private Organization Office Verification**

Private Org / Unofficial Activity is in good standing per AFI 34-223.

**Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OFFICE SYMBOL:	PO/UA President	Bldg Custodian	Public Health	4 FSS/FSR	4 FSS/DD	4 MSG/CC
<b>NAME</b>				Vernesha Townsend GS-13	Kaci L. Harrison GS-13	Tammy L. McElhaney O-6
<b>RANK</b>				722-7290	722-5331	722-0101
<b>PHONE</b>						
<b>INITIALS &amp; DATE</b>						

**4 FW/JA RECOMMENDATION**     APPROVAL     DISAPPROVAL

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REMARKS:**

**4 MSG/CC DECISION:** Request to Conduct a Fundraiser is:  
 Approved     Disapproved

**REMARKS:**

<b>NAME, GRADE:</b> Tammy L. McElhaney, O-6	<b>SIGNATURE</b>	<b>DATE</b>
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## FUNDRAISER REQUEST FORM (REVERSE SIDE)

(Read Instructions on Page 4 Before Completing Form)

NAME OF FUNDRAISER COORDINATOR

DAYTIME PHONE NUMBER

Private Org/Unofficial Activity Name

EVENT DESCRIPTION:

- Will any government equipment or facilities be used? If yes, explain.
  
- List gifts/prizes and market value for each one.
  
- How will you determine the winner of gifts/prizes?
  
- Who is paying for gifts/prizes?
  
- How will the event be advertised?
  
- Will alcohol be present at the event?
  
- If donations will be solicited, attach a copy of the solicitation letter (sample can be obtained from legal office).
- N
  
- If the event duplicates or competes with AAFES or Services activities, attach a letter of authorization from the AAFES General Manager or 4 FSS/CC.
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- What safety measures will be in place?

I hereby certify that I have reviewed AFI 34-223 and AFI 36-3101, and I will obey the following rules below:

1. **Disclaimer Required for Print/Electronic Media/Donation Letters:** I understand that private organizations (POs) must prominently display the following disclaimer on all print and electronic media mentioning the private organization's name confirming that the private organization is not a part of DoD: "**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.**" (ref. AFI 34-223, paragraphs 10.1-10.1.2.3)

Initials:

2. **Use of Government E-mail:** I understand that AFI 34-223, *Private Organizations (PO) Program*, and AFMAN 33-152, *User Responsibilities and Guidance for Information Systems*, govern the use of government e-mail. AFI 34-223, paragraph 11.1.3 states that government systems (daily bulletin boards and or electronic public folders) may be used to provide notice of unofficial **off-installation** fundraising campaigns and volunteer requests if approved by the Installation Commander. In no event should official email, mail, computers, copiers, BITS, etc., be used to provide notice of unofficial off-installation fundraising campaigns. AFMAN 33-152, paragraph 3.1.3.4 states that an example of **authorized limited personal use** of government-provided e-mail is to send messages on behalf of a chartered organization (i.e., organizational Booster Club, Base Top 3, Base Company Grade Officers Association, etc.).

Initials:

3. **Advertisement:** I understand that I cannot advertise this fundraiser until the fundraiser request is approved.

Initials:

4. **Inspections:** All fundraising events are subject to no-notice inspection to ensure health and safety and compliance with applicable regulations.

Initials:

5. **Alcohol:** Fundraisers will not involve the sale of alcoholic beverages. (reference AFI 34-223, paragraph 10.10)

Initials:

6. **On-Base Solicitation:** POs and unofficial activities/organizations (UAs) may not solicit funds for their organization on base during the CFC or AFAF drives and may not solicit in the workplace for any event. Door-to-door solicitation is not authorized unless it has been specifically approved.

Initials:

7. **Raffles/ Games of Chance:** Fundraising raffles may only be conducted in accordance with AFI 34-223, paragraph 10.16. Games of chance, slot machines and amusement machines will not be operated by a PO/UA. (reference AFI 34-223, paragraph 10.9)

Initials:

8. **Fundraising:** A PO may conduct up to two fundraisers per calendar quarter.

Initials:

9. **Uniform:** I understand that fundraisers may not be conducted in a federal employees' official capacity or an official time. Therefore, **private organization members will not wear uniforms during the fundraiser** without the 4 FW/CC or delegee's advanced approval (reference AFI 36-3101, paragraph 19).

Initials:

10. **Appearance:** Actions must be taken in order to prevent the appearance of an official sanction or support by the DoD. This includes not using any official DoD or Air Force letterhead, seal, logo, or insignia of DoD or any subcomponent. (reference AFI 34-223, paragraph 10.1)

Initials:

11. **Resale Activities:** Frequent or continuous resale activities, either directly or through third parties, are prohibited. (reference AFI 34-223, paragraph 10.9)

Initials:

12. **Materials:** Any type of government equipment, supplies, and other materials may not be used to support a PO/UA event. (reference AFI 34-223, paragraph 11)

Initials:

13. **Competition:** POs and UAs may not engage in activities that duplicate or compete with AAFES or Services NAFIs. (reference AFI 34-223, paragraph 10.8)

Initials:

14. **Commercial Business:** POs and UAs operating on an Air Force installation are prohibited from engaging in any conduct which has the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns. (reference AFI 34-223, paragraph 10.9.3)

Initials:

## INSTRUCTIONS

Appropriate coordination (as shown below) and approval are required prior fundraising activities or special events. No advertising shall be published prior to approval.

1. Please include the last 3 bank statements with this fundraiser request form.
2. For all Private Organizations (POs) and unofficial activities (UAs) (ref. AFI 34-223) fundraising requests, if event **does not** involve the handling or preparation of food, coordinate through:
  - A. PO/UA President
  - B. Building Custodian (Where the fundraiser will be held)
  - C. 4 FSS Private Organization Office (located in the Customer Support Center, Room 220)
  - D. Base Legal
  - E. 4 FSS FSR (located in the Customer Support Center, Room 222)
  - F. 4 FSS Deputy Commander
  - G. 4 MSG Commander
3. For all Private Organizations and unofficial activities fundraising requests, if event **does involve** food preparation, i.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through:
  - A. PO/UA President
  - B. Building Custodian (Where the fundraiser will be held)
  - C. Public Health
  - D. 4 FSS Private Organization Office (located in the Customer Support Center, Room 220)
  - E. Base Legal
  - F. 4 FSS FSR (located in the Customer Support Center, Room 222)
  - G. 4 FSS Deputy Commander
  - H. 4 MSG Commander
4. Please be sure to include the full name, rank, and telephone number of each person that is coordinating on this request in case they need to be contacted. The **PRESIDENT/VP** & the **FUNDRAISER COORDINATOR** should be the only person contacting the Private Organization Office concerning the request, unless the coordinator is on leave or TDY. In this case, the original Fundraiser Coordinator must inform the PO Office of the substitute/replacement coordinator.
5. Fundraising events are prohibited during the annual CFC and AFAF, unless the proceeds will specifically benefit these campaigns. Fundraising activities away from the workplace during the CFC or AFAF may be approved on a case-by-case basis if the approval authority determines the activity does not detract from the CFC or AFAF and the event otherwise complies with AFI 36-3101 and AFI 34-223.