FUNDRAISER REQUEST FORM

TO: 316 FSS/FSR JB ANDREWS	FROM: (POINT OF CONTACT/PERSONAL EMAIL& PHONE NUMBER)	DATE OF REQUEST

NOTICE: I request authorization to hold a fundraising event at _____. 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.

ORGANIZATION REPRESENTED (Name and Adress)	TIME(s) and DATE(s) OF THIS FUNDRAISER
To Complete Form, Please Read Instructions on Reverse and Initial Next to Each Number	Number of Fundraisers this Quarter _____of 3

DETAILS of your event: (*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.)*

WHO:

WHAT:

WHERE:

WHY:

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)).

_____

SIGNATURE (I understand and agree to the instructions on the reverse side)

Notes:

Yes	No	Check Yes or No	
☐	☐	1.	The requesting organization is primarily made up of AF/DoD members.
☐	☐	2.	All participants will be volunteers not in uniform and, if the fundraiser is conducted during duty hours, will be on leave or special pass.
☐	☐	3.	The requesting organization is primarily made up of AF/DoD members.
☐	☐	4.	This event involves food preparation. (If yes, see instruction 16)
☐	☐	5.	This event involves conducting games of chance, lotteries, raffles, or other gambling-type activities. (If yes, see instructions 6 and 7)
☐	☐	6.	Are your private organizations' constitutions and by-laws current and on file? (If no, see 316 FSS/FSR).
☐	☐	7.	Are your private organizations insurance OR waiver current and on file? (If no, see 316 FSS/FSR).

COORDINATION (see reverse)

	(A) Facility	(B) 316 MDG (if applicable)	(C) 316 FSS/FSR	(D) 316 WG/JA
Signature and date		See instruction 16		

316 WG/JA: Legally Sufficient ☐ Not Legally Sufficient ☐

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

☐ APPROVED ☐ DENIED ☐ NOT APPLICABE

REMARKS/LIMITATIONS:

NAME, GRADE AND DUTY TITLE

KRISTINA B. ECLEVIA, Lt Col, USAF
Commander, 316th Force Support Squadron

SIGNATURE

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**. 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 DAFI provides examples of what are considered "workplaces" (offices, hangars, flight line) and what are not.

_____ 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 DAFI 34-106 and **only** these types 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 DAFI 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 DAFI 34-106 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. (DAFI 34-106).

_____ 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