

Fundraising Requests

- Require **MINIMUM 2 WEEKS** to process
 - **NO EXCEPTIONS**
- Only 2 fundraising events per quarter are authorized.
 - This includes off-base fundraisers.
- Details of your event on a separate sheet of paper:
 - **WHO**
 - **WHAT**
 - **WHERE**
 - **WHEN**
 - **WHY**
 - **HOW**
- Please explain in detail on a separate sheet of paper. The more details that are given for your request, the easier it will be to process through the routing sequence below.
- Flyers and/or donation request letters **must** be submitted with your request form.

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			
To Complete Form Please Read All Acknowledgements and Return Completed Form to: ***SEE REVERSE PAGE FOR ACKNOWLEDGEMENTS***	NUMBER OF PREVIOUS FUNDRAISERS THIS QUARTER & DATES:			
AII FUNDRAISER REQUEST FORMS REQUIRE MINIMUM 2 WEEKS TO PROCESS NO EXCEPTIONS; ONLY 2 REQUEST PER QUARTER ARE AUTHORIZED. THIS INCLUDES OFF-BASE FUNDRAISERS.	# OF EXPECTED PARTICIPANTS			
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">ADULTS</td> <td style="width: 50%; text-align: center;">CHILDREN UNDER 12</td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> </table>	ADULTS	CHILDREN UNDER 12	
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INITIAL AND COMPLETE

<p>Details of your event: PO or UA must plan the WHO, WHAT, WHERE, WHEN, WHY, and HOW. (Please explain in detail on a separate sheet of paper. The more details that are given for your request, the easier it will be to process through the routing sequence below.)</p> <p>Do you plan to advertise or solicit donations? Y N Initials _____</p> <p>Include a copy of your flyers and solicitation letters with your fundraiser request with disclaimer notification below (AFI 34-223, para 10.1.2.3) printed on all documents.</p> <p>“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.”</p> <p style="text-align: right;">Initials _____</p> <p 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).</p> <p style="text-align: right;">Initials _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">YES</th> <th style="width: 10%; text-align: center;">NO</th> </tr> </thead> <tbody> <tr> <td>1. Does the 628 FSS have your most current PO or UA registration letter on file?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>2. Will all participants be: a) volunteers, b) not in uniform, and c) serving either off duty or with special pass?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>3. Will the event occur in the workplace? (see AFI 36-3101, para.13.3)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4. Will the event involve solicitation in base housing?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>5. Will you seek official endorsement of this event? (see AFI 36-3101, para.19)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>6. If the event is sponsored by an UA, were its assets less than \$1000 (on average) during the last 3-months?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>7. Will the event occur during the CFC or AFA drives?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>8. Does the event involve raffles, high risk activity or a golf tournament?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>		YES	NO	1. Does the 628 FSS have your most current PO or UA registration letter on file?	<input type="checkbox"/>	<input type="checkbox"/>	2. Will all participants be: a) volunteers, b) not in uniform, and c) serving either off duty or with special pass?	<input type="checkbox"/>	<input type="checkbox"/>	3. Will the event occur in the workplace? (see AFI 36-3101, para.13.3)	<input type="checkbox"/>	<input type="checkbox"/>	4. Will the event involve solicitation in base housing?	<input type="checkbox"/>	<input type="checkbox"/>	5. Will you seek official endorsement of this event? (see AFI 36-3101, para.19)	<input type="checkbox"/>	<input type="checkbox"/>	6. If the event is sponsored by an UA, were its assets less than \$1000 (on average) during the last 3-months?	<input type="checkbox"/>	<input type="checkbox"/>	7. Will the event occur during the CFC or AFA drives?	<input type="checkbox"/>	<input type="checkbox"/>	8. Does the event involve raffles, high risk activity or a golf tournament?	<input type="checkbox"/>	<input type="checkbox"/>
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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. AFFES, BX/NEX, Shoppette or commissary? If yes, request approval from AAFES/DECA prior to proceeding.

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

Safety	Approved Disapproved	Signature:	Date:
Security Forces	Approved Disapproved	Signature:	Date:
Civil Engineering	Approved Disapproved	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	Approved Disapproved	Signature:	Date:
628 FSS/FSR	Approved Disapproved	Signature:	Date:
628 ABW/JA	Approved Disapproved	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 UNDERSTAND THE FOLLOWING:

Initials	Statement
	1. All fundraising requests MUST BE APPROVED TWO WEEKS IN ADVANCE . PO or UA may not advertise an event until the event is approved. Fundraising both on and off-base must be approved. Generally, fundraising is governed by AFI 36-3101, <i>Fundraising within the Air Force</i> and AFI 34-223, <i>Private Organization (PO) Program</i> .
	2. Unless the installation commander approves a PO or UA event, no fundraising is permitted during the COMBINED FEDERAL CAMPAIGN or the AIR FORCE ASSISTANCE FUND CAMPAIGN .
	3. Government Resources: Employees generally may NOT USE government resource (e.g., funds, equipment, vehicles, supplies, postage, tools) to support an unofficial/private organization fundraising event or effort [5 C.F.R.§2635.704 (a); 5 C.F.R.§2635.808 (c) (Example 2)].
	4. Official Capacity: No sales or activities are authorized in your official capacity as a member of the Air Force or Federal Government [JER, Section 3-300]. All volunteers must act in their PERSONAL CAPACITY , be ON LEAVE OR SPECIAL PASS , and OUT OF MILITARY UNIFORM . This means no set up or tear down of a fundraiser while in uniform. All DoD participants must understand that they may only participate 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).
	5. 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. The commander may withdraw the 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. A fundraiser MAY NOT consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities. However, occasional sales are permitted. Occasional has been defined as not more than two (2) per calendar quarter. This fundraiser can be authorized if it complies with this definition.
	7. Door-to-door solicitation is generally 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 free from unwanted intrusion. As such, access to military housing for door-to-door solicitation is and will be highly restricted.
	8. <u>OFFICIAL BASE E-MAIL IS NOT AUTHORIZED FOR USE BY PRIVATE ORGS/UNOFFICIAL ACTIVITIES FOR FUND- RAISING PURPOSES.</u> Any advertisement of the event may not appear to be an official endorsement of the event. Base Public Affairs office can assist with alternate venues for dissemination such as the base newspaper and website if given enough advanced notice. Government systems (daily bulletin boards and/or electronic public folders) may be used and provide notice of unofficial <u>off-installation</u> fundraising campaigns and volunteer request if approved by the Installation Commander, per AFI 34-223, para 11.1.3.
	9. 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.
	10. POs and unofficial activities/organizations may accept gifts and donations. These organizations will not solicit gifts or donations on base. OFF-BASE SOLICITATIONS MUST CLEARLY INDICATE THAT THEY ARE FOR A PO OR AN UNOFFICIAL ACTIVITY/ORGANIZATION, AND NOT FOR THE BASE OR ANY OFFICIAL PART OF THE AIR FORCE. 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 benefiting from the donation/gift, per AFI 34-223, para 10.15.1.3.
	11. POs may not use the seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities, per AFI 34-223, para 10.1.1.

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