FUNDRAISING REQUEST FORM

TO: 628 FSS 628 ABW/JA	FROM (PO POC NAME):	REGISTERED NAME OF PO/UA:	DATE:

CONTACT INFORMATION – PHONE: EMAIL:

ALL fundraising requests will be submitted to 628 FSS and routed to 628 ABW/JA for review prior to approval.

On behalf of (PO/UA) _____, I request authorization to hold a fundraiser on JB Charleston.
Our PO is currently in good standing, and we have an approved PO or UA letter on file with 628 FSS. **INITIALS**
Date last Annual Review was Submitted or Approved: **DATE** **INITIALS** (PO Officer Only)

I understand and acknowledge the following:

1. Fundraising request forms must be submitted to the 628 FSS PO Manager (628fss.privateorganizations@us.af.mil) at least 2 weeks prior to fundraiser (exceptions may be made on a case-by-case basis with prior consultation).
2. The PO will not advertise this fundraiser until we receive final approval from 628 FSS. **INITIALS**
3. Only three (3) fundraisers on the installation per quarter are authorized. **INITIALS**
4. All suggested designs/logos for merchandise and advertising will be provided with this request. **INITIALS**
5. The PO is responsible for all claims, loss, and liability connected with this fundraiser, regardless of any negligence or alleged misconduct by any US employee(s) or member(s) of the US Armed Forces. **INITIALS**

DATE(S) OF FUNDRAISER (to include sale/presale dates):	FROM:	TO:
DATES OF PREVIOUS FUNDRAISERS THIS QTR:	1st:	2nd:

REVIEW THE FOLLOWING AND INITIAL WHERE INDICATED.

IS THIS FUNDRAISER:	YES	NO	INITIALS	REFERENCES
1. Planned during the CFC or AFA?	○	◉		DAFI 36-3101, para 5.1 (with exceptions)
2. Being conducted by a UA? If so, were assets < $1,000 in the last 3 months?	○	◉		DAFI 34-106, para 3.2, (with exceptions)
3. A golf tournament?	○	◉		DAFI 34-106, para 5.20.3 & DAFI 34-108
4. A proposed raffle? (PO must be registered with the state/raffle must be pre-approved by the 628 ABW/CC)	○	◉		DAFI 34-106, para 5.21 – 5.21.7. May only be held for the PO Membership to support the PO and any affiliated unit (5.21.6)
5. Involving any high-risk activity?*	○	◉		DAFI 34-106, para 5.16 – Also see below*
6. Do you plan to advertise/solicit donations?	○	◉		DAFI 34-106, para 5.2.2.3
7. Do you plan to sell any PO Merch?	○	◉		DAFI 34-106, para 5.2.1 – 5.2.2.2 & 5.11.4

DESCRIPTION OF PROPOSED FUNDRAISER

DESCRIPTION OF EVENT: (Provide as much detail as possible, type of event and what you will be doing)

FUNDS WILL BE USED FOR:

LOCATION:

FACILITY POC	RECOMMENDATION		SIGNATURE	DATE
	Approval ○	Disapproval ○		

By signing this form, I certify that I have reviewed DAFI 34-106 and related references, understand the requirements for conducting fundraisers as a PO on JB CHS, and received approval from the facility manager/POC at our requested location. (Facility POC signature not required for internal fundraisers conducted within the unit/group).

NAME, GRADE & DUTY TITLE:	SIGNATURE	DATE

REVIEW AND ACKNOWLEDGEMENTS	
Requester MUST review and initial the following statements for ALL fundraising requests.	
INITIALS	STATEMENT (Please see applicable instructions for specific references)
	1. I have read DAFI 34-106, *Private Organization Program (POs)*; DAFI 36-3101, *Fundraising,* Ch. 5; the *Joint Ethics Regulation,* Sec. 3-200 (15 May 24), & DAFI 34-108, *Commercial Sponsorship*, para 1.3 & 1.4
	2. I understand the requirements for conducting a fundraiser, as follows:
	a. Fundraising requests MUST BE SUBMITTED TO 628 FSS NLT TWO WEEKS PRIOR TO EVENT. (Exceptions will be granted ONLY if the POC contacts the PO Manager in advance).
	b. Only three (3) fundraisers per quarter are authorized (does not include OFF-INSTALLATION or those internal to the PO's membership.
	c. ALL PO related documentation, including correspondence, flyers or other advertising MUST include the following disclaimer, prominently displayed: "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."
	d. Sponsorship **IS NOT** authorized to support PO events. This includes the use of business names, logos, or other identifying marks. Donor/gift recognition **MAY NOT** be made publicly - recognition can only be made orally to members of the PO or those present at an event benefitting from the donation/gift. No websites/posters/programs/banners (including hole sponsorships at golf tournaments) are allowed.
	e. The use of any part of the seals/logos/insignia of the DoD, DAF, or their components/units or installation on any PO letterhead, correspondence, titles, programs, locations or activities is PROHIBITED.
	f. POs **MAY** accept gifts and donations from other non-Federal entities but **WILL NOT** solicit gifts or donations on the installation. POs **MAY** solicit donations off the installation, but the solicitation must **CLEARLY** indicate they are on behalf of a Private Organization.
	g. Frequent or continuous resale activities, or those that compete with AAFES, NEX or NAFI activities are not permitted.
	h. The use of government funds/equipment/systems/email is FOUO. Members of POs **SHOULD NOT** send any announcements/solicitations from their own work email account. Requests to ANNOUNCE PO events may be sent to Public Affairs for distribution. **NOTE:** UAs may use email within their unit.
	i. On-base fundraising events **MAY NOT** occur in the workplace. They may occur in base quarters, or in entrances, lobbies, or concourses of schools, chapels, exchanges or commissaries.
	j. Participation in fundraising activities is strictly voluntary. Volunteers will be off duty (or on a special pass) and not in uniform. Volunteers may only participate in their capacity as individuals. EXCEPTION: For us, by us events in the unit (UAs), with the approval of the unit commander.
	k. Fundraising is not permitted during the CFC or AFA, with limited exception by the installation commander. (See AFI 36-3101, Ch. 5)
	l. Door-to-door solicitation is prohibited in military housing. You may conduct a fundraising event at one of the Community Centers.
	3. For raffles, I acknowledge that the PO has read and understands installation and state requirements; provided proof of state registration & base CC approval; and complied with all other required actions.
	4. We ☐ have ☐ do not have liability insurance. We ☐ will ☐ will not obtain event liability insurance for this event. **In the absence of liability insurance, **ALL** members of the PO must understand and acknowledge they are responsible for all claims, loss, and liability connected with this event.

INSTALLATION COORDINATION

The following coordination must be completed **PRIOR** to submitting this request to 628 FSS.

FOOD SALES: Public Health coordination is required for any fundraiser that involves the handling or processing of food outside a recognized food preparation facility, with the exception of the sale of pre-packaged foods.

PUBLIC HEALTH POC	RECOMMENDATION		SIGNATURE	DATE
	Approval ◯	Disapproval ◯		5/26/26

*PHYSICAL/HIGH RISK ACTIVITY: On base fun run, 5K, car smash, dunk booth, etc., requires coordination from Safety, Security Forces and in some cases, Civil Engineering.				
POCs	**RECOMMENDATION**		**SIGNATURE**	**DATE**
SAFETY:	**Approval** ○	**Disapproval** ◉		
SECURITY FORCES:	**Approval** ○	**Disapproval** ◉		
CIVIL ENGINEERS:	**Approval** ○	**Disapproval** ◉		

PO MANAGER AND LEGAL COORDINATION				
POCs:	**RECOMMENDATION**		**SIGNATURE**	**DATE**
628 FSS (PO Program Manager)	Approval ○	Disapproval ◉		
628 ABW/JA	Approval ○	Disapproval ◉		
JA Comments:				

FINAL APPROVAL		
APPROVAL AUTHORITY DECISION: Your fundraiser is ○ **APPROVED** ○ **DISAPPROVED**		
Comments:		
NAME, GRADE & DUTY TITLE:	SIGNATURE	DATE

The following guidance is provided for your reference. Please refer to the applicable publication to ensure compliance with ethical conduct and Unofficial Activity/Private Organization requirements.

DAFI 34-106 – *PRIVATE ORGANIZATIONS (PO) PROGRAM,* dated 16 January 2026
https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi34-106/dafi34-106.pdf
The entire DAFI

DAFI 34-108 - *COMMERCIAL SPONSORSHIP AND SALE OF ADVERTISING,* dated 31 January 2023
https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi34-108/dafi34-108.pdf
Specifically, Ch 1, para 1.4; and Ch 2, paras 2.2.3 and 2.10.8.

DAFI 36-3101 – *FUNDRAISING,* dated 26 October 2022
https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi36-3101/dafi36-3101.pdf
Specifically, Ch 5

DAFI 34-101 – *DEPARTMENT OF THE AIR FORCE MORALE, WELFARE, AND RECREATION (MWR) PROGRAMS AND USE ELIGIBILITY,* dated 7 March 2022
https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi34-101/dafi34-101.pdf
Specifically, Ch 3, paras 3.9, 3.34; and Ch 14, paras 14.5, 14.6, and 14.7,

JOINT ETHICS REGULATION, dated 15 May 2024
https://dodsoco.ogc.osd.mil/Portals/102/Documents/Issuances/JER%20and%20Directives/JER%20May%2015%202024.pdf?ver=wgio-EYYh3yW5rTyL9Tn5A%3d%3d
Specifically, Ch 2, Secs. 1, 3, and 4; and Ch 3