**** 2 WEEK MINIMUM ADVANCE NOTICE NEEDED****

FUNDRAISER REQUEST FORM

TO: 377 FSS KAFB, NM 87116	FROM: NAME OF RESPONSIBLE INDIVIDUAL & PHONE NUMBER	DATE OF REQUEST:

By submitting this form, I hereby certify that my Private Organization/Unofficial Activity has registered with the 377 FSS/FSR and that our constitution/ by-laws are current. I request authorization to hold a fundraising event on KAFB, NM. 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. All representations in this form are true and accurate. SIGNATURE:

ORGANIZATION REPRESENTED (Name and Address):

TIME(s) and DATE(s) OF THIS FUNDRAISER:	DATE(s) OF LAST FUNDRAISER:

To Complete Form, Please Read Instructions on Reverse
-Please Type or Print-

NO. OF EXPECTED PARTICIPANTS	
ADULTS	CHILDREN UNDER 1 2

DETAILS of your event e. g. , WHO: ABW Top Three Association WHERE: The lobby of the Wing HQ building 20604, WHAT: Wishes to hold a cookie sale, WHY: Funds to be used to offset cost of a unit party or is being donated to CFC/AFAF (be complete, and if necessary, attach additional information on a separate page).

Who:

Where:

What:

Why:

Advertising: All fliers and/or sponsorship solicitation letters must be provided for review. The Joint Ethics Regulation prohibits the use of DoD communication resources (telephones, fax machines, E-mail, the 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).

Agree	Disagree		
☐	☐	1.	The requesting organization is primarily composed 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.	This is either the first or second fundraiser event held in this quarter.
☐	☐	4.	The location of the event is not considered to be the workplace.
☐	☐	5.	This event will not involve solicitation in base housing.
☐	☐	6.	Official endorsement of this event is not desired.
☐	☐	7.	The event is sponsored by either a PO, or a UA with assets less than a $1 ,000 average for the prior 3 month period.
☐	☐	8.	This event will not occur during the CFC or AFAF drives.
☐	☐	9.	This event will not involve food preparation, or if it does, the representative has attended the food handler certification course. Date of Completion: _____
☐	☐	10.	This event will not duplicate or compete with AAFES activities.
☐	☐	11.	Alcohol will not be served at this event.

ABW/JA RECOMMENDATION: Remarks/Limitations

☐ Approval ☐ Denial Review Date:

Qualifies as:

☐ A local INTERNAL program AWAY FROM the workplace. (DAFI 36-31 01 , 26 .66 4)

☐ A local INTERNAL program AT the workplace. (DAFI 36-31 01 , 26 .66 4)

☐ Other:

JA Signature:

377 FSR Manager Review:	Remarks/Limitations
☐ Approval ☐ Denial Review Date:	
NAME, GRADE, DUTY TITLE	SIGNATURE
DECISION OF APPROVAL AUTHORITY FSS/CC: YOUR REQUEST TO CONDUCT A FUNDRAISER AT THE TIMES AND DATES INDICATED IS: ☐ APPROVED ☐ DENIED	
REMARKS/LIMITATIONS:	
NAME GRADE, DUTY,TITLE	SIGNATURE

INSTRUCTIONS

- Appropriate coordination and approval are required for all fundraising requests. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.

- All fundraising activities must be coordinated through 72 FSS and ABW/JA. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, and DAFI 36-3101. All Fundraiser requests must be made 2 weeks in advance of date requested.

- Private Organizations must not do anything that implies Federal endorsement of a fundraising event and may not actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in this event must do so with the clear understanding that they may only do so only in their capacity as individuals.

- Oivilian employees, like military members, are subject to the requirements of DAFI 36-3101 and the Joint Ethics Regulation (JER).

- Fundraisers are to be conducted away from the workplace. The installation commander determines which areas of the installation are and are not workplaces. The AFI provides examples of what are considered 'workplaces" (offices, hangars, flight line) and what are not considered 'workplaces" (base quarters, entrances, lobbies, or concourses of buildings, schools, chapels, break rooms). The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.

- A fundraiser may not consist of frequent or 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 (3) per calendar quarter. This fundraiser can be authorized if it complies with this definition.

- Door-to-door solicitation is largely 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.

- Government email or telephones may not be used in the furtherance of this fundraiser. (DoD 5500.7-R and AFI 33-119). Advertisement of the event may not appear to be an official Air Force or Tinker AFB endorsement of the event.

- NO Use of Government Time. Air Force employees may not engage in fundraising for a PO or UA on government time. (AFI 36-3101, 5x4x1.)

- Governmental resources may not be used to produce or print fliers or fundraiser materials.

- Solicitation of DoD personnel junior in rank, grade or position is not allowed.

- All event fliers must contain the following disclaimer:
  'THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS OOMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.'

- If the event will involve food, the representative must contact Public Health at 582-6542 for food handler's training and approval to conduct food operations.