

**FUNDRAISER REQUEST FORM**

|  |                                 |  |
|--|---------------------------------|--|
| <b>1. NAME OF FUNDRAISER POC/REQUESTER</b> | <b>2. DAYTIME PHONE NUMBER:</b> | <b>3. Private Org/Unofficial Activity Name</b> |
|--|---------------------------------|--|

**4. I request authorization to hold a fundraising event. If approved, I expressly agree to indemnify & hold the United States of America harmless from & against any & all claims, loss, & liability, however caused, arising out of, or in any way 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 DAYS PRIOR TO THE START OF THE FUNDRAISER IF THE EVENT WILL BE OCCURING DURING THE CFC OR AFAF DRIVES.**

**THIS FUNDRAISER FORM SHOULD BE SUBMITTED AT LEAST 14 DAYS PRIOR TO THE START OF THE FUNDRAISER IF THE EVENT WILL BE OCCURING OUTSIDE OF THE CFC OR AFAF DRIVE.**

**SIGNATURE OR INITIALS OF POC:** [Redacted]

|                |              |                             |                                  |  |
|----------------|--------------|-----------------------------|----------------------------------|--|
| <b>5. FROM</b> | <b>TO</b>    | <b>6. LOCATION OF EVENT</b> | <b>7. NUMBER OF PARTICIPANTS</b> |  |
| <b>DATE:</b>   | <b>DATE:</b> |                             | <b>ADULTS</b>                    |  |
| <b>TIME:</b>   | <b>TIME:</b> |                             | <b>CHILDREN UNDER 12</b>         |  |

**DETAILS OF YOUR EVENT - BE VERY DETAILED IN DESCRIBING THE EVENT. LACK OF SPECIFICS MAY DELAY PROCESSING OR RESULT IN OUTRIGHT DISAPPROVAL OF REQUEST.**

**8. WHAT:**

  
  

**WHY:**

**9. YES NO**

(If a PO) Is the PO a duly authorized PO to conduct business on RAF Mildenhall?

Has the PO conducted more than three fundraisers during this quarter

Does the event include alcohol sales?

Will the fundraiser be conducted by military members in uniform?

Will this event take place during the CFC or AFAF drives?

Will this event involve civilians without military IDs from off base

**PRINT ADVERTISEMENT w/DISCLAIMER:**  
 Flyer Attached     Donation Letter(s) Attached     N/A

I have read & understand the contents of AFI 34-223, Private Organizations AND AFI 36-3101, Fundraising within the Air Force, as it pertains to fundraising activities.  
**Initials of Requester/POC:** [Redacted]

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

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

**10. Disclaimer Required for Print/Electronic Media/Donation Letters:** I understand that private organizations must prominently display the following disclaimer on all print & electronic media mentioning the private organizations' 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 & it has no governmental status."** (ref. AFI 34-223 10.1-10.1.1.4) **Initials:** [Redacted]

**11. Uniform:** I understand that fundraisers may not be conducted in members' official capacity. Therefore, **private organization members will not wear uniform during the fundraiser** without the 100 ARW/CC or delegate's advanced approval (ref. AFI 36-3101, § 5.3.4.7). **Initials:** [Redacted]

**12. Use of Government E-mail:** I understand that AFI 33-119, *Air Force Messaging*, governs the use of government email. Paragraphs 3.9.2.1, states "In accordance with the DOD 5500.7-R, *Joint Ethics Regulation (JER)*, August 30, 1993, Commanders may authorize, on a limited basis, the use of Air Force E-mail to non-Federal employees as logistical support of an event sponsored by a non-Federal entity, *except for fundraising & membership drive events* when the Commander determines all of the following..." therefore, the use of government e-mail to publicize this fundraiser is prohibited. **Initials:** [Redacted]

**13. Advertisement:** I understand that I cannot advertise this event until the request is approved by the 100 ARW/CC or delegate. **Initials:** [Redacted]

**14. On-base Solicitation:** PO's & unofficial activities/organizations may not solicit funds on base. **Initials:** [Redacted]

**15. We understand that our members are jointly and severally liable for the obligations of the PO and all members have been briefed their personal assets are at risk in the event the organization is sued.** **Initials:** [Redacted]

**CHECK ONE OF THE FOLLOWING:**

16. a. We request you waive the requirement for liability insurance because this is a low-risk event with negligible potential liability.   
 b. We have liability insurance for this event.

**RAFFLES**

17. a. We do not intend to conduct a raffle.   
 b. We intend to conduct a raffle.

If you checked **yes**, please review the following:

**YES NO**

- Is the fundraiser a game of chance, lottery, raffle, or other gambling-type activity? A raffle is the only game of chance that may be authorized. Raffles must not violate any state or local laws and be for the benefit of DoD personnel or their families. AFI 34-223, § 10.20.
- Is the raffle request to raise funds for purely social, recreational, or entertainment purposes which benefit only individual PO members and/or their family members? Such raffles may not be authorized. Events such as underwriting the cost of a weekend ski trip, a sight-seeing tour or a shopping excursion cannot be funded by raffles. AFI 34-223, § 10.20.4.
- Does the request for approval to conduct a raffle identify the purpose for which funds are being raised and the intended beneficiaries of the proceeds? They must also identify how the PO will ensure the proceeds are used only for that purpose and those beneficiaries. AFI 34-223, § 10.20.4.1.
- Is the raffle officially endorsed or supported only as permitted by sections 3-210 and 3-211 of the JER? The JER places strict limits on endorsement or the appearance of endorsement of any fundraising activity. AFI 34-223, § 10.20.5.; DoD 5700.7R (JER), §§ 3-210 and 3-211.
- Is the raffle to be conducted outside the workplace? Raffles may not be conducted in the workplace. With installation commander or designee approval, they may be conducted at public entrances and in community support facilities such as the lobby of the Base Exchange. AFI 34-223, § 10.20.6.
- Is the raffle to be conducted by military members or civilian employees outside their duty time? Military members may not conduct raffles while in uniform at any time. Air Force personnel may participate in PO fund-raising raffles only in a purely personal, unofficial, volunteer capacity at authorized locations and in ways that do not imply official endorsement. AFI 34-223, § 10.20.7.

**SIGNATURE AND INITIALS OF POC:**

**COORDINATION**  
 (COMPLETE AS APPLICABLE ACCORDING TO INSTRUCTIONS BELOW)

|                                | AAFES<br>(IF APPLICABLE)  | FACILITY<br>MANAGER | PUBLIC<br>HEALTH | P.O. COORDINATOR VERIFICATION<br>Private Org / Unofficial Activity is in good standing per AFI 34-223. |
|--------------------------------|---|---------------------|------------------|--|
| <b>NAME</b>                    |   |                     |                  |  |
| <b>PHONE</b>                   |   |                     |                  |  |
| <b>INITIALS<br/>&amp; DATE</b> |   |                     |                  |  |
| <b>18.</b>                     | <b>100 ARW/JA RECOMMENDATION:</b><br><input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL |                     |                  | <b>REMARKS:</b>  |
| <b>19.</b>                     | <b>100 FSS/CC DECISION:</b><br><input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED       |                     |                  | <b>REMARKS:</b>  |

## INSTRUCTIONS

Appropriate coordination (as shown below) & approval are required prior to making any arrangements that commit base facilities or organizations to fundraising activities or special events. No advertising shall be published prior to approval.

1. For all Private Organizations & unofficial activities fundraising requests, if event **does not** involve the handling or preparation of food, coordinate through:
  - A. Organizational Officer
  - B. Building Custodian
  - C. Private Organization Monitor (100 FSS/FSR will route the rest of the way through Legal & FSS)
  
2. For all Private Organizations & 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. Organizational Officer
  - B. Building Custodian
  - C. Public Health
  - D. Private Organization Monitor (100FSS/FSR will route the rest of the way through Legal & FSS)
  
3. If the event is **non-military affiliated**, (this does not include an approved Private Organization) e.g., Girl Scouts, Special Olympics, Base Marathon, or any other event in which individuals without DoD ID cards will be involved, coordinate through:
  - A. Unit Commander
  - B. Building Custodian
  - C. Base Safety
  - D. Security Forces
  - E. Public Affairs
  - F. Private Organization Monitor (100 FSS/FSR will route the rest of the way through Legal & FSS)
  
4. Please be sure to include the full name, rank & telephone number of each person that is coordinating on this request in case they need to be contacted. Elected Officers should be the only individuals contacting the Private Organization Monitor concerning the request.
  
5. Only off-base (or away from base work centers) internal fundraisers (i.e., those conducted by members of the PO/UA, among its members & for its members) are authorized during the **CFC** or **AFAF** drives. Additionally, the fundraiser must not detract from these official campaigns. (ref. AFI 36-3101, Table 1, Rule 4).

## TOP FIVE GENERAL PROHIBITIONS

1. You may not conduct fundraisers while in uniform or in the workplace
2. The use of government e-mail to sponsor an event or for membership drive events is unauthorized
3. You cannot advertise an event until it is approved by the 100 FSS/CC
4. You may not solicit funds on the installation
5. You may not purchase goods from the commissary for re-sale on the local economy to those not entitled to the commissary