

## FUNDRAISER REQUEST FORM

|  |   |                  |
|--|---|------------------|
| TO: 35 FSS/FSR<br>Misawa Air Base, Japan | FROM: NAME OF RESPONSIBLE INDIVIDUAL/ PHONE NUMBER/ EMAIL | Completion Date: |
|--|---|------------------|

NOTICE: I request authorization to hold below fundraising event. 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.

|   |  |  |
|---|--|--|
| Number of adults operating this fundraiser: | Number of children under age 12 operating this fundraiser: | Number of fundraisers this quarter (excluding this): |
|---|--|--|

**Is this Org a Private Organization (PO) or an Unofficial Unit Activity (UUA):**

\*DETAILS of your event: e.g., WHO: Marlins Magic, WHAT: Selling cupcakes and brownies for Donations only, WHEN: 1 Mar 2019 from 0900-1400, WHERE: in front of the BX, WHY: Funds to be used to offset the cost of this orgs unit party. (If necessary, attach more information in the NOTES)

**WHO (Orgs Name):**

**WHAT (Item(s) with Price(s)):**

**WHEN (TIME(s) and DATE(s)):**

**WHERE (Location of Fundraiser):**

**WHY (What the Profits will be going to):**

**NOTES:**

Fill in the below Boxes, Y For YES, N for NO and N/A for NOT APPLICABLE

- 1. This organization is primarily made up of AF/ DoD members/spouses.
- 2. Participants will be volunteers, not in uniform, and if the fundraiser is conducted during duty hours, will be on leave/special pass.
- 3. This location is considered away from the workplace. (See instructions 3)
- 4. This request involves conducting games of chance, lotteries, raffles, or other gambling-type activities. (If yes, see instructions 6)
- 5. This Org will have contact with children under the age of 18 and all employees/volunteers have completed background checks.
- 6. This request involves handling or preparation of food/beverages. (If yes, see instruction 7)
- 7. Flyers are submitted with this fundraiser request for review/approval. (See instruction 8)
- 8. This POs constitution/bylaws is current and on file.
- 9. This POs insurance coverage or waiver is current and on file.

### INSTRUCTIONS

*Initial after reading each item below*

\_\_\_\_\_ 1. All fundraising activities must be coordinated through 35 FW/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. Please ensure the proper agencies have reviewed your request and this form is on hand during the entire fundraiser.

\_\_\_\_\_ 2. POs must not do anything that implies Federal endorsement of a fundraising event. 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).

\_\_\_\_\_ 3. The 35 FW/CC determines which areas 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, concourses or break areas of buildings, schools, chapels).

\_\_\_\_\_ 4. Fundraisers may not consist of frequent/continuous resale activities, prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging the use of any commercial business, or compete with AAFES, FSS or NAFI activities. The AFI does not dictate how long a fundraiser can be. The reviewing commander may deny fundraising requests he or she deems to be too long.

\_\_\_\_\_ 5. Orgs may not solicit funds on base. Solicitation of DoD personnel junior in rank, grade or position is not allowed. 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. Written solicitation for donations or gifts are not considered fundraisers. They must comply with instruction 2 and must not be on official letterhead or use unit names, office symbols, or ranks.

\_\_\_\_\_ 6. Orgs may not conduct games of chance, lotteries, raffles, other gambling-type activities or sell/serve alcoholic beverages.

\_\_\_\_\_ 7. Any fundraiser involving the sale or preparation of food/beverages must comply with AFI 48-116, *Food Safety Program*, and be coordinated with the MAB Public Health Office (located at the basement floor of the base hospital). Hand sanitizer must be available on site during the event.

\_\_\_\_\_ 8. 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. Orgs must prominently display the following disclaimer on all print and electronic media mentioning the Orgs name confirming that the Org is not part of the DoD “THIS ORGANIZATION IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.”

\_\_\_\_\_ 9. Commanders may advertise and support their fundraising efforts through the use of official communication systems (to unit members) and by allowing unit personnel to support such efforts while in a duty (but not to interfere with mission) status. Orgs should not be using official communication systems to advertise fundraiser (and membership) events unless the primary purpose of the communication is for other than support of the Orgs efforts, but rather to notify unit Airmen of a local event of possible interest (e.g., lunchtime sale of food in a public area adjacent to the unit’s geographic footprint).

\_\_\_\_\_ 10. Fundraisers are limited to a maximum of three (3) fundraisers per calendar quarter, and the Fundraiser requests (except Open House/Bazaars) must not be submitted more than 3 months without proper guidance from PO Monitor.

\_\_\_\_\_ 11. Orgs must comply with all applicable federal, state, local, and foreign laws governing like civilian activities. Some Orgs may qualify for tax-exempt status. It is the responsibility of the Org to obtain proper tax-exempt information and forms through the regional Internal Revenue Service office and the state taxing authority.

\_\_\_\_\_ 12. During Air Force Assistance Fund Campaign and Combined Federal Campaign — Ad hoc fundraising efforts should generally not interfere with, or detract from, the Combined Federal Campaign or Air Force Assistance Fund Campaigns. However, because of the annual timing of the campaign, ad hoc fundraising to support unit holiday parties is allowed during the Combined Federal Campaign.

**SIGNATURE and DATE (I understand, agree and I will take full responsibility of this fundraiser request)**

|   |   |   |
|---|---|---|
| <b>COORDINATION (Digitally Sign OR Print Name/Sign/Date)</b>  |   |   |
| <b>The Org must coordinate with the below three offices before submitting this fundraiser request to the Private Org Monitor.</b>                                 |   |   |
| Facility<br>(Location of Fundraiser)  | AAFES<br>(GM or Assistant, located in the BX (see instruction 4)) | Public Health<br>(If applicable, see instruction 7) |
|   |   |   |
| <b>The Private Org Monitor (Bldg. 653 Room 220) will rout the request to the below offices from here on your behalf</b>   |   |   |
| Once submitted to the Private Org Monitor, <b>approval process can take up to 3 weeks.</b> Please plan accordingly, as the below offices will review your request |   |   |
| 35 FSS/FSRPO  | 35 FSS/FSR  | 35 FW/JA  |
|   |   |   |
| <b>DECISION OF APPROVAL AUTHORITY:</b> Your request to conduct a FUNDRAISER at the time(s) and date(s) indicated is:  |   |   |
| <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> NOT APPLICABLE   |   |   |
| <b>REMARKS/ LIMITATIONS:</b>  |   |   |
| NAME, GRADE AND DUTY TITLE  |   | SIGNATURE   |
|   |   |   |