

FUNDRAISER REQUEST FORM

TO: **355th Force Support Squadron Davis-Monthan AFB 85707**

FROM: NAME OF RESPONSIBLE INDIVIDUAL/PHONE NUMBER

DATE OF REQUEST

NOTICE: I request authorization to hold a fundraising event on Davis-Monthan AFB AZ. 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 anyway connected with this event. I understand that the individual members of the requesting organization, rather than the Air Force, would be liable for any incident that occurs during the event.

ORGANIZATION REPRESENTED (Name and Address)

TIME(s) and DATE(s) OF THIS FUNDRAI

SIGNATURE

DATE(s) OF LAST FUNDRAISER

To Complete Form Please Read Instructions On Reverse
-Please Print-

NO. OF EXPECTED PARTICIPANTS

ADULTS

CHILDREN UNDER 12

Who:

What:

Where:

Please circle one all that apply.

1. The requesting organization **is** primarily made up of AF/DoD members and dependents.
2. All participants **will be** volunteers.
3. All participants **will not** be in uniform.
4. All participants **will not** be off-duty.
5. If the fundraiser is conducted during duty hours, all participants **will** be on leave or special pass.
6. This event **will not** involve food preparation. (If so, see second page)
7. The location of this event **is not** in the workplace.
8. This event **will not** involve solicitation in base housing.
9. Official endorsement of this event **is not** requested.
10. If the event is sponsored by an unofficial activity, its assets **were** below \$3,000.00 for the last 3-month period.
11. This event **will not** occur during CFC/AFA.

COORDINATION (see reverse)

OFFICE	A:	B:	C:	D:	E:	F:	G:	
Initials/ Date								

355 WG/JA RECOMMENDATION: Approval Denial Signature: _____ Review Date: _____

Who: _____ Purpose: _____

Remarks: The following **disclaimer** must be clearly and prominently placed at the event and on any advertisements or announcements for the event: **“We are a Private Organization (PO) and not a part of the Department of Defense (DoD) or any of its components. We have no governmental status. Neither the DoD nor the Air Force endorses this PO or event.”**

OTHER (_____)

Subject to Instructions _____.

DECISION OF APPROVAL AUTHORITY: YOUR REQUEST TO CONDUCT A FUNDRAISER AT THE TIMES AND DATES INDICATED IS:

APPROVED **DENIED**

REMARKS/LIMITATIONS

NAME, GRADE, AND DUTY TITLE

SIGNATURE

INSTRUCTIONS

1. Appropriate coordination and approval are required on all fundraising requests. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.
2. All fundraising activities must be coordinated through 355 FSS and 355 WG/JA. Generally, fundraising is governed by AFI 36-3101, *Fundraising Within the Air Force* (12 Jul 02).
3. Air Force members **may not** actively participate in fundraising while on duty, in uniform. All DoD members who participate in this event must do so with the clear understanding 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).
4. (1) Fundraisers by on-base organizations **may not** be held at the workplace during the CFC or AFAF campaigns.
(2) Fundraisers by on-base organizations may be held away from the workplace at anytime.
5. 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.
6. 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. As such, access to military housing for door-to-door solicitation is and will be highly restricted.

COORDINATION

Once submitted to 355 FSS, the approval process can take up to ten (10) days. Plan accordingly.

1. If event **does not** involve the handling or preparation of food, coordinate through:
 - A. 355 FSS/FSR (Annabelle Ngayan, Private Org. Coordinator Ex 6243)
 - B. Legal Office (355 WG/JA)
 - C. 355 FSS/CC
2. If event **involves food preparation** i.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through:
 - A. Public Health (355 MDG)
 - B. 355 FSS/FSR (Annabelle Ngayan, Private Org. Coordinator Ex 6243)
 - C. Legal Office (355 WG/JA)
 - D. 355 FSS/CC
3. If the event **involves non-DoD personnel** coordinate through:
 - A. Base Safety (355 FW/SE)
 - B. Security Forces (355 SFS)
 - C. Public Affairs (355 WG/PA)
 - D. 355 FSS/FSR
 - E. Legal Office (355 WG/JA)
 - F. 355 FSS/CC