



PLAN: (Please send as attachment if more space is needed)

a. Person in Charge of Cleanup: (Name, Contact Information)

b. Sanitation/Cleanliness/Cleanup Plan:

c. Food Handling Plan:

d. Point of Sale Plan:

e: Additional Notes/Information:

For any questions Please contact POC:

Note: Final approval for the PO Fundraising Activity requires complying with all statements written above as well as the guidelines the guidelines given by Public Health. Any violations will be reported to the 75 FSS/CC.

**PRIVATE ORGANIZATION REPRESENTATIVE**

**SIGNATURE** (I understand and agree to the Guidelines; violation of these will result in event cancellation and loss of PO privileges)

**75 ABW/JA Signature (1st IND):**

(Your signature below indicates that you have reviewed and approved this fundraiser)

Comments:

- Approved**
- Denied**
- Non- Fundraising N/A**
- While during the AFAF/CFC, this event can be considered permissible and hoc fundraising under AFI 34-3101; this event is unlikely to interfere with the AFAF/CFC, as it involves the exchange of goods and services as opposed to gratuitous giving. Sales should occur outside the workplace.

**75 FSS/FSR Signature (2nd IND):**

**Approved**

**75 FSS/CC or 75 FSS/DD**

(Your signature below indicates that you have reviewed and approved this fundraiser)

Approve /  Denied

JESSICA TAGATAC, Maj, USAF  
Commander  
75th Force Support Squadron

## Flyer Instructions:

If you are going to be using a flyer for your event, it must be approved with your fundraiser request

When making your flyer, we recommend using Microsoft PowerPoint and sending electronically to the NAF Accounting Office in case any changes need to be made.

All flyers should include the following:

**Name of Organization** Represented: Who is putting on the Event?

**What** Kind of Event is it? If you are holding your event at a particular business or selling a certain product remember you cannot advertise for the business. For example: "Krispy Kreme Doughnut Sale"

**Location:** Where the event will be held?

**Date/Time:** When is the event?

**Cost/Prices:** Is there a cost for the event?

**POC:** Who can be contacted for more information? This section **CANNOT** have **RANK, DUTY PHONE NUMBERS, AND/OR GOVERNMENT EMAIL ADDRESSES.**

Any pictures used may not show rank or people in uniform

No Official logos or Squadron symbols are to be used as this unintentionally denotes sponsorship by the Air Force, Base, Unit, and/or Squadron.

The flyer must include the following disclaimer:

**"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. This event is neither sponsored nor endorsed by the Air Force".**