

FUNDRAISING REQUEST FORM

TO: 628 FSS 628 ABW/JA	FROM (PO POC NAME):	PHONE (PERSONAL):	DATE:
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I request authorization to hold a fundraiser ON OFF JB Charleston. I have a current Private Organization (PO) or Unofficial Activity (UA) letter on file with 628 FSS. I understand that as a UA/PO my organization is responsible for all claims, loss, and liability connected with this fundraiser, regardless of any negligence or alleged misconduct by any US employee(s) or member(s) of the US Armed Forces. (PO Officer Only) INITIALS _____ DATE _____

I understand and acknowledge the following:

ALL fundraiser request forms must be submitted to the 628 FSS PO Manager (628fss.privateorganizations@us.af.mil) at least 2 weeks prior to fundraiser. I will not advertise this fundraiser until I receive final approval. INITIALS _____
 Only three (3) fundraisers per quarter are authorized – **On or Off the Installation.** INITIALS _____
 Short notice requests MAY be considered on a case-by-case basis. INITIALS _____

NAME OF <input type="radio"/> PO or <input type="radio"/> UA:	DATE(S) AND TIME(S) OF FUNDRAISER: FROM: _____ TO: _____
# OF EXPECTED PARTICIPANTS:	DATES OF PREVIOUS FUNDRAISERS THIS QTR:
ADULTS: _____ CHILDREN <12: _____	1 st : _____ 2 nd : _____

REVIEW THE FOLLOWING AND INITIAL WHERE INDICATED.

	YES	NO	INITIALS	REFERENCE FROM AFI 34-223
Have you submitted an establishment or annual review package to 628 FSS in the past 2 years?	<input checked="" type="radio"/>	<input type="radio"/>		Para 9.3: Must be submitted every 2 yrs., or when there is a change in purpose/function/eligibility. Date submitted:
Is fundraiser being conducted by a UA? If so, were assets < \$1,000 in the last 3 mnths?	<input type="radio"/>	<input type="radio"/>		Paras 2.2, 10.11 and 10.19.1.3.
Is this proposed fundraiser a golf tournament?	<input type="radio"/>	<input type="radio"/>		(See page 2, para 2f)
Do you plan to advertise/solicit donations? (MUST SUBMIT COPY OF FLYER)	<input type="radio"/>	<input type="radio"/>		Paras 9.1, 10.19.1, & 10.19.1.3
Is this fundraiser a proposed raffle? (Must be pre-approved by the 628 ABW/CC)	<input type="radio"/>	<input type="radio"/>		Para 10.20 & sub paras. (See page 2, para 4)
Does this fundraiser involve any high-risk activity?	<input type="radio"/>	<input type="radio"/>		Request form must be routed through the 628 ABW Safety Office. (See page 2, para 3)
Is this fundraiser planned during the CFC or AFA?	<input type="radio"/>	<input type="radio"/>		AFI 36-3101, Ch. 5: Fundraising to support holiday parities is allowed during the CFC.

INSTALLATION COORDINATION

ALL fundraising requests will be submitted to 628 FSS and routed through 628 ABW/JA for recommendation prior to approval. The following coordination must be completed **PRIOR** to submitting to 628 FSS.

Facility coordination is required for ALL fundraisers other than those conducted within the unit/group.

FACILITY POC	RECOMMENDATION	SIGNATURE	DATE
	Approval <input type="radio"/> Disapproval <input type="radio"/>		

FOOD SALES: Public Health coordination is required for any fundraiser that involves the handling or processing of food outside a recognized food preparation facility, with the exception of the sale of pre-packaged foods.

PUBLIC HEALTH POC	RECOMMENDATION	SIGNATURE	DATE
	Approval <input type="radio"/> Disapproval <input type="radio"/>		

PHYSICAL/HIGH RISK ACTIVITY: On base fun run, 5K, car smash, dunk booth, etc., requires coordination from Safety, Security Forces and in some case, Civil Engineers.

POCs	RECOMMENDATION	SIGNATURE	DATE
SAFETY:	Approval <input type="radio"/> Disapproval <input type="radio"/>		
SECURITY FORCES:	Approval <input type="radio"/> Disapproval <input type="radio"/>		
CIVIL ENGINEERS:	Approval <input type="radio"/> Disapproval <input type="radio"/>		

REVIEW AND ACKNOWLEDGEMENTS

Private Organization **POC MUST** review and initial the following statements for ALL fundraising requests.

INITIALS	STATEMENT (Please see applicable instructions for specific references)
	1. I have read AFI 34-223, <i>Private Organization Program (POs)</i> and AFI 36-3101, <i>Fundraising</i> , Ch. 5, and DoD 5500.7R, <i>Joint Ethics Regulation</i> , Section 3-300.
	2. I understand the requirements for conducting a fundraiser, as follows:
	a. Fundraising requests MUST BE SUBMITTED TO 628 FSS NLT TWO WEEKS PRIOR TO EVENT.
	b. Only three (3) fundraisers per quarter are authorized (includes fundraisers ON or OFF base).
	c. ALL PO related documentation, to include correspondence, flyers or other advertising MUST include the following disclaimer, prominently displayed : “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.”
	d. Frequent or continuous resale activities, or those that compete with AAFES, NEX or NAFI activities are not permitted.
	e. Sponsorship IS NOT authorized to support PO events. This includes the use of business names, logos, or other identifying marks of donors.
	f. Donor/gift recognition MAY NOT be made publicly. Recognition of the gift or donation can only be made orally to members of the PO or those present at an event benefitting from the donation/gift. No posters, programs/banners/hole sponsorships at golf tournaments are allowed.
	g. POs MAY accept gifts and donations from other non-Federal entities, but WILL NOT solicit gifts or donations on the installation. POs MAY solicit donations off the installation, but the solicitation must CLEARLY indicate they are on behalf of a Private Organization.
	h. On-base fundraising events MAY NOT occur in the workplace. They may occur in base quarters, or in entrances, lobbies, or concourses of schools, chapels, exchanges or commissaries.
	i. Participation in fundraising activities is strictly voluntary. Volunteers will be off duty (or on a special pass) and not in uniform. Volunteers may only participate in their capacity as individuals. EXCEPTION: For us, by us events in the unit (UAs), with the approval of the unit commander.
	j. Fundraising is not permitted during the CFC or AFA, with limited exception by the installation commander. (See AFI 36-3101, Ch. 5)
	k. Door-to-door solicitation is prohibited in military housing.
	l. The use of government funds/equipment/systems/email, is FOUO. Members of POs SHOULD NOT send any announcements/solicitations from their own email account. Requests to ANNOUNCE PO events may be sent to Public Affairs for distribution. NOTE: UAs may use email within their unit.
	m. The use of any part of the seals/logos/insignia of the DoD, AF, or their components/units or installation on any PO letterhead, correspondence, titles, programs, locations or activities is PROHIBITED .
	3. We <input type="radio"/> have <input type="radio"/> do not have liability insurance. We <input type="radio"/> will <input type="radio"/> will not obtain event liability insurance for this event. **In the absence of liability insurance, ALL members of the PO must understand and acknowledge they are responsible for all claims, loss, and liability connected with this event.
	4. If this fundraiser is a raffle, I acknowledge that the PO has read and understand the state requirements regarding raffles, and that we have complied with all required actions.

DESCRIPTION OF PROPOSED FUNDRAISER

REGISTERED NAME OF PO:

DESCRIPTION OF EVENT: (Provide as much detail as possible, type of event and what you will be doing)

<input type="radio"/> ON BASE <input type="radio"/> OFF BASE			
SPECIFIC LOCATION:			
DATES: (Include any time for presale/delivery/pickup, if applicable)			
FROM:		TO:	
FUNDS WILL BE USED FOR:			
ADDITIONAL INFORMATION YOU WISH TO PROVIDE:			
By initialing and signing this form, I certify that I have reviewed AFI 34-223 and understand the requirements for conducting fundraisers as a Private Organization on Joint Base Charleston. _____ INITIALS			
NAME, GRADE & DUTY TITLE:		SIGNATURE	
PRIVATE ORGANIZATION PROGRAM AND LEGAL REVIEW/RECOMMENDATION			
POCs:	RECOMMENDATION	SIGNATURE	DATE
628 FSS (PO Program Manager)	Approval <input type="radio"/> Disapproval <input type="radio"/>		
628 ABW/JA	Approval <input type="radio"/> Disapproval <input type="radio"/>		
JA Comments:			
APPROVAL AUTHORITY DECISION: Your fundraiser is <input type="radio"/> APPROVED <input type="radio"/> DISAPPROVED			
Comments:			
NAME, GRADE & DUTY TITLE:		SIGNATURE	

The following guidance is provided for your reference. Please refer to the applicable publication to ensure compliance with ethical conduct and Unofficial Activity/Private Organization requirements.

AFI 34-223 – *PRIVATE ORGANIZATIONS (PO) PROGRAM*, dated 13 December 2018 https://static.e-publishing.af.mil/production/1/af_a1/publication/afi34-223/afi34-223.pdf

DAFI 36-3101 – *FUNDRAISING*, dated 26 October 2022 https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi36-3101/dafi36-3101.pdf

DAFI 34-101 – *DEPARTMENT OF THE AIR FORCE MORALE, WELFARE, AND RECREATION (MWR) PROGRAMS AND USE ELIGIBILITY, Ch 14 – GOLF PROGRAM*, dated 7 March 2022 https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi34-101/dafi34-101.pdf

AFMAN 17-130 – *CYBERSECURITY PROGRAM MANAGEMENT*, dated 13 February 2020 https://static.e-publishing.af.mil/production/1/saf_cn/publication/afi17-130/afi17-130.pdf

DOD 5500.07-R – *JOINT ETHICS REGULATION*, Change 7, dated 17 November 2011 <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/550007r.pdf>