



6 STEPS TO SUBMITTING A FUNDRAISER REQUEST FOR APPROVAL



1. Gather all your information on what type of fundraiser you wish to conduct.
2. Go to the webpage: <http://jberlife.com/privateorg/>
3. Choose the Fundraising Request Form
 - a. Fill out the form completely, be as specific as possible.
 - 1) Ensure the facility manager (location of fundraiser) has initialed off on your request. This requirement also pertains to AAFES and the Commissary.
 - b. Make sure your contact information is correct at the top of the page in case there are any questions.
4. Once completed, the form and all other necessary documents (flyers, schedules, Public Health form, or detailed explanations of events) are attached to an email and submitted for approval/denial.
 - a. POC contact information for the Private Organizations and fundraiser requests is listed on the webpage.
 - b. Select our email address, 673FSS.FSR.PrivateOrganization@us.af.mil, and your proper email option. Attach and send all your documents that pertain to the fundraiser request.
5. If your fundraiser involves food preparation, you must visit/contact the Public Health Office in the Medical Clinic to have food handlers training.
 - a. Your signed Public Health Office form must be submitted along with your fundraising request to a POC.
6. After your fundraiser has either been approved or denied by the 773 FSS/CL, you will be emailed a copy of your request along with any additional instructions.
 - a. If your request has been approved, it is your responsibility to follow up with the Base Exchange, Commissary, Building Manager, or other POC to lock in the dates and times for your fundraising event.

NOTE: The use of Government equipment and systems for other than official purposes is extremely limited. Government communication systems (e.g., weekly upcoming events email from the installation Public Affairs Office) may be used to inform Airmen of Private Organization (PO) events of possible interest to the unit and its families (e.g., regular meeting of the unit-affiliated spouses' club). Official communication systems should not be used to advertise PO fundraiser (and membership) events unless the primary purpose of the communication is for other than support of

the PO's 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).