

Fundraising Checklist



Questions to ask before turning in Request:

- What do I want to accomplish
- How will this benefit my cause
- Where exactly will profits go
- Are we in competition with the Services NAFI, AAFES and/or DeCa
- Do I want fundraiser in an FSS facility and/or on FSS maintained property

AFI34-223 Breakdown for quick reference:

- **ALL FUNDRAISERS MUST BE ROUTED THROUGH NAF ACCOUNTING/PRIVATE ORGANIZATION OFFICE**
- Small unofficial activities must keep assets under \$1000.00, or become a Private Organization (PO).
- Fundraiser must NOT compete with AAFES or DeCa.
 1. Fundraiser request must be routed through AAFES GM and Commissary if fund raising with any items either sells.
- **AFI34-223 para 10.10.: POs and unofficial activities/organizations may NOT sell or serve alcoholic beverages.**
- **There can NOT be any type of solicitation. Including solicitation of military members in uniform and/or during duty hours in work space.**
- **All requests for Raffles MUST be reviewed by JA.**
- Raffles can NOT violate the law of any city, county, state, or country in which installation is located.
- Raffles MUST benefit DoD personnel or their families and must serve a charitable, civic, or other community welfare purpose. (ex. CDC playground equipment, Youth Center furniture, needy DoD member/families, and scholarships for DoD family members).
- Can NOT raise money for local/national groups (ex. National Heart Association).
- Raffles can NOT raise funds purely for pure social, recreational, or entertainment purposes (ex. A weekend ski trip or sight-seeing tour).
- Fundraisers can NOT give impression of endorsing any business (ex. Partnering with a restaurant to bring business in exchange for a portion of the sales).
- NOT allowed to conduct fundraisers in the workplace. HOWEVER, with approval, they can be conducted in public entrances (ex. BX or Commissary).
- CANNOT be conducted by military members in uniform during duty hours.
- CANNOT use Government computers or e-mail to advertise fundraising events.
- POs/unofficials can fund raise three times per calendar quarter.

How to fill out your Fundraiser request:

- Give NAF Accounting office a call (x 4409 or x4754) to request form.
- Fill out top portion of form with as much info about your fundraiser as possible (how funds are being raised, where funds are going - **these 2 are very important**).
- Go down checklist and INITIAL every line. Including one's that DO NOT pertain to your fundraiser.
- If fundraiser includes food, AAFES & Public Health must sign off.
- If using an FSS facility and/or FSS maintained property, you must have Activities Manager and Flight Chief coordination.
- Once completed, submit Fundraising Request to NAF Accounting office for routing.

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