

# MAXWELL – GUNTER UA FUNDRAISER REQUEST FORM

## (FUNDRAISING OUTSIDE OF THEIR UNIT)

Request form must be turned into the 42 FSS Private Org Box/Office 14 days prior to event

NAME OF REQUESTER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

E-MAIL \_\_\_\_\_

ORGANIZATION REPRESENTED (Name)

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

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF REQUESTER

DATE(s) OF LAST FUNDRAISER

\_\_\_\_\_

\_\_\_\_\_

This event is \_\_\_\_\_ (#1, #2 or #3) of this quarter. I understand each Unofficial Activity is authorized 3 fundraisers per quarter.

**DETAILS OF YOUR EVENT** (Example – **WHAT:** Wish to hold a bake sale, car wash, etc.; **WHERE:** In the BX lobby, parking lot, etc.; **PURPOSE:** Funds will be used to offset the cost of a unit party). Please be as detailed and comprehensive as possible, attaching additional sheets if necessary.)

**WHAT:** \_\_\_\_\_

**WHERE:** \_\_\_\_\_

(Must be in a common area)

**PURPOSE:** \_\_\_\_\_

**BLDG MGR INITIALS:** \_\_\_\_\_

***Attach Flyer If Applicable*** I understand that I cannot advertise this event until the fundraiser and flyer have been approved. All posted flyers must have approval to post through the facility manager of the area that they will be posted in. Under no circumstances will signs be allowed to be posted outside of any facility. \_\_\_\_\_ (fundraiser POC initials)

**YES NO (fundraiser POC initials for each item)**

\_\_\_ \_\_\_ 1. The requesting organization is in good standing according to the AFI 34-223

\_\_\_ \_\_\_ 2. This event involves food preparation and coordination is attached (coordinate with Public Health 953-5606)

\_\_\_ \_\_\_ 3. I understand that this event will **not** involve solicitation in base housing

\_\_\_ \_\_\_ 4. I understand that I may **not** conduct games of chance, lotteries, raffles, or other gambling-type activities IAW AL state law

42d ABW/JA

RECOMMEND APPROVAL RECOMMEND DISAPPROVAL

SIGNATURE:

DATE:

REMARKS/LIMITATIONS:

DECISION OF APPROVAL AUTHORITY:

YOUR REQUEST TO CONDUCT A FUNDRAISER AT THE TIMES AND DATES INDICATED IS:

APPROVED DENIED

42d FORCE SUPPORT SQUADRON COMMANDER

DATE:

## INSTRUCTIONS

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1. Appropriate coordination and approval are required for all fundraising requests. Proper coordination procedures are listed below. Please route the request accordingly to ensure the proper agencies have reviewed your request. **You may not conduct or advertise your fundraising event prior to final approval.**
2. All fundraising activities must begin with 42 FSS/FSR. Fundraising is governed by AFI 36-3101 and AFI 34-223.
3. Air Force members **must not** do anything that implies Federal endorsement of a fundraising event and may not actively participate in fundraising while on duty, in uniform, or while at the workplace. 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. Fundraisers are to be conducted **away from** the workplace in a non-administrative area. The installation commander defines "workplace" areas. The AFI provides examples of "workplace" areas (offices, hangars, flight line) and areas not considered to be the "workplace" (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms).
5. A fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES or FSS affiliated activities. Occasional sales, however, are permitted. "Occasional" has been defined as not more than three (3) events per calendar quarter.
6. Private organizations and unofficial activities/organizations **may not** sell or serve alcoholic beverages.
7. Door-to-door solicitation is prohibited in military housing areas. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques, and provide military personnel and their families a peaceful living environment free from unwanted intrusions.
9. Solicitation of DoD personnel junior in rank, grade, or position is prohibited. At no time should there be a perception of Federal endorsement of any product or service.

## COORDINATION

Once submitted to 42 FSS, the approval process may take up to fourteen (14) days. Please plan accordingly.

1. If the event **does not** involve the handling or preparation of food, coordinate through:
  - Facility Manager
  - 42 FSS/FSR
  - 42 ABW/JA
  - 42 FSS/CC
2. If the event **does involve** food preparation (i.e., bake sale, chili sale, or any event requiring food handling), coordinate through:
  - Facility Manager
  - Public Health– CLINIC
  - 42 FSS/FSR
  - 42 ABW/JA
  - 42 FSS/CC