

FUNDRAISER REQUEST FORM

TO: 99 FSS Nellis AFB, NV	FROM: NAME OF RESPONSIBLE INDIVIDUAL	PHONE NUMBER	DATE OF REQUEST
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NOTICE: I request authorization to hold a fundraising event on Nellis/Creech AFB, NV. If approved, I further expressly agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, and liability, however caused, arising out of, or in any way connected with this event, whether or not caused or contributed to by any negligence or alleged misconduct on the part of any employee on the United States or member of the United States Armed Forces. I understand that, should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable.

NAME AND ADDRESS OF PRIVATE ORGANIZATION	DESCRIBE THE FUNDRAISING ACTIVITY
TIME(S) AND DATE(S) OF THIS FUNDRAISER	DESCRIBE HOW THE FUNDS RAISED WILL BE USED
LOCATION OF FUNDRAISER	
DATES OF LAST 3 FUNDRAISERS	SIGNATURE OF RESPONSIBLE INDIVIDUAL

YES	NO	CHECK YES OR NO
		Have you read and understood all instructions and PO fundraiser requirements on page 2 of this Form?
		Is this organization comprised primarily of DoD/Air Force personnel?
		Will all participants be volunteers, not in uniform, and on leave or special pass if the event is conducted during duty time?
		Will this event involve food preparation? (If so, Public Health approval is required)
		Will this event be in a location that is considered the workplace? (See #4 on page 2 of this Form)
		Will this event involve solicitation in base housing?
		Will alcohol be served or sold at this event?
		Will this event occur during the Combined Federal Campaign (CFC) or Air Force Association Fund (AFAF) Campaign?

COORDINATION

OFFICE SYMBOL	Proposed Base Facility	Public Health (if applicable)	99 FSS/FSR
SIGNATURE			

USAFWC/JA RECOMMENDATION <input type="checkbox"/> APPROVAL <input type="checkbox"/> DENIAL	REMARKS	SIGNATURE
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99 FSS/CC DECISION Your request to conduct this fundraiser is: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	REMARKS/LIMITATIONS	SIGNATURE
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INSTRUCTIONS

1. Coordination and approval is required on all fundraising requests as follows below. Allow a **minimum of 15 days** for approval.
 - a. **If the event does not involve the handling or preparation of food, coordinate through:**
Base facility proposed for use → 99 FSS/FSR → Legal Office (USAFWC/JA) → 99 FSS/CC
 - b. **If the event involves food preparation (e.g., bake sale, chili cook-off), coordinate through:**
Base facility → Public Health (99 MDG) → 99 FSS/FSR → Legal Office (USAFWC/JA) → 99 FSS/CC
2. PO fundraising activities must comply with DoDI 5500.7-R, AFI 34-223, and AFI36-3101.
3. POs may hold up to three fundraisers per calendar quarter. A fundraiser may not consist of frequent/continuous resale activities nor compete with AAFES, Services, or NAFI activities.
4. **Workplace restrictions.** Fundraisers typically must be held AWAY FROM the workplace. The installation commander determines which areas of the installation are and are not workplaces. The AFI provides examples of what are considered “workplaces” (offices, hangars, flight line) and what are not considered “workplaces” (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms, BX). There are very limited circumstances under which fundraisers may be held in areas designated “at the workplace.” We encourage you to utilize an area designated as “away from the workplace” if possible. All NAF activities (e.g., The Club, Community Commons, Golf Course, et cetera); Commissary; Base Exchange (including shoppettes) have been designated as “away from the workplace.”
5. **No federal endorsement.** POs must not imply Federal endorsement of a fundraising event. Official DoD or unit seals, rank, title, duty email, official letterhead, and duty phone number may not be used. All print or electronic media used must prominently display 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.”
6. **No fundraising on duty or in uniform.** Members may not actively participate in fundraising while on duty or in uniform. All DoD military and civilian personnel may only participate in this event in their personal capacity and not in any official capacity.
7. **Do not use DoD resources.** POs may NOT use DoD communication resources (email, internet, telephone, copiers, et cetera) to promote fundraisers. POs must furnish their own equipment, supplies, and other materials.
8. **No solicitation of junior DoD personnel or in base housing.** Solicitation of DoD personnel junior in rank, grade or position is not allowed. Door-to-door solicitation is prohibited in military housing areas in order to protect the security of the installation, avoid high-pressure sales techniques, and allow military personnel and their families a peaceful living environment free from intrusion.
9. **No fundraising during CFC/AFAF.** POs may NOT conduct fundraisers during the Combined Federal Campaign (CFC) or Air Force Assistance Fund (AFAF) Campaign. All proceeds from fundraisers conducted during CFC/AFAF must be donated to CFC/AFAF.
10. **No alcohol.** POs may not serve or sell alcohol under any circumstances.
11. **Raffles.** Fundraising raffles may be conducted on Nellis AFB by POs composed primarily of DoD personnel or family members.
 - a. Raffles must be authorized in advance by the installation commander or designee.
 - b. All requests to conduct raffles must be reviewed by USAFWC/JA. A raffle counts towards the PO’s overall limit of no more than three fundraisers per calendar quarter.
 - c. Raffles must not be conducted in the workplace and cannot be conducted by military or civilian personnel during their duty time. Military personnel may not conduct raffles while in uniform at any time.
 - d. Raffles must be held to support the PO’s routine operations or for the direct benefit of DoD personnel or their family members. Raffles may not be authorized to raise money for an outside cause local or national group, such as local regional or national charities (including the Combined Federal Campaign). Raffles may be utilized for the benefit of the Air Force Assistance Fund (AFAF) if 100% of the proceeds are donated to AFAF.
 - e. Raffles must comply with State and local laws of the jurisdiction in which the installation is located. Under Nevada law (NRS § 462), a PO may only hold a Raffle in support of a charitable, civic or other community welfare purpose. Raffles must comply with all state and local laws. POs may conduct these types of raffles if: (1) the raffle will raise under \$2,500; AND (2) the PO is certified as a non-profit organization whose major activities are conducted for “charitable or community betterment purposes.” Raffles must be held away from the workplace. The Nevada Gaming Board has certified Nellis and Creech POs as non-profit organizations provided they follow the guidelines for notification of lotteries/raffles.