

# PRIVATE ORGANIZATION FUNDRAISER REQUEST FORM

See Reverse for Instructions and Raffle Request

<b>TO: 55 FSS OFFUTT AFB, NE 68113</b>	<b>FROM: NAME OF RESPONSIBLE INDIVIDUAL</b>	<b>CONTACT PHONE</b>	<b>DATE OF REQUEST</b>
--	---	----------------------	------------------------

*NOTICE: I request authorization to hold a fundraising event on Offutt AFB, NE. 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, should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable.*

ORGANIZATION REPRESENTED (Name and Address)	TIME(s) and DATE(s) OF THIS FUNDRAISER
	LOCATION OF FUNDRAISER Example: Bldg <u>  BX  </u> Room <u>  lobby  </u> Bldg _____ Room _____ Other _____
# OF FUNDRAISERS CONDUCTED THIS QUARTER BY PO	SIGNATURE OF REQUESTOR

<b>DESCRIBE THE FUNDRAISING ACTIVITY:</b> (Please be as detailed as you can)	Yes	No	Check Yes or No
** if this fundraiser involves a raffle, you must complete Request on Page 2.	<input type="checkbox"/>	<input type="checkbox"/>	1. I have read and understand all instructions and requirements of PO fundraisers on the reverse side.
<b>DESCRIBE WHAT FUNDS WILL BE USED FOR:</b> (Please be as detailed as you can)	<input type="checkbox"/>	<input type="checkbox"/>	2. Will any participants be in uniform?
	<input type="checkbox"/>	<input type="checkbox"/>	3. Does this event involve food preparation? (If so, Public Health approval required)
	<input type="checkbox"/>	<input type="checkbox"/>	4. Is the location of this event considered the workplace?
	<input type="checkbox"/>	<input type="checkbox"/>	5. Does this event involve solicitation in base housing?
	<input type="checkbox"/>	<input type="checkbox"/>	6. Will there be selling of alcohol at this event?
	<input type="checkbox"/>	<input type="checkbox"/>	7. Will all participants be volunteers?
	<input type="checkbox"/>	<input type="checkbox"/>	8. Is the entity requesting a fundraiser a private organization?
	<input type="checkbox"/>	<input type="checkbox"/>	9. Is the requesting organization primarily made up of AF/DoD members?
	<input type="checkbox"/>	<input type="checkbox"/>	10. Does this fundraiser compete with AAFES activities?

**COORDINATION (Administrative Only)**

OFFICE	A:	B:	C:	D:	E:
Digital Signature or Initials/Date					

**55 WG/JA RECOMMENDATION:**       APPROVAL       DENIAL

**REMARKS:**

Signature: \_\_\_\_\_ Review Date: \_\_\_\_\_

**DECISION OF APPROVAL AUTHORITY:** Your request to conduct a FUNDRAISER at the time(s) and date(s) indicated is:

APPROVED       DENIED

**REMARKS/ LIMITATIONS**

<b>APPROVING AUTHORITY NAME, GRADE, &amp; DUTY TITLE</b>	<b>SIGNATURE</b>
--	------------------

## RAFFLE REQUEST

Must be completed in addition to Fundraiser Request.

YES | NO

*See Instruction #12 for guidance on this request.*

- |  |       |       |
|--|-------|-------|
| 1. Is this raffle to raise funds to support the Private Organization's routine operations or for the direct benefit of DoD personnel or their family members? <i>If so, describe purpose on Pg. 1.</i> | _____ | _____ |
| 2. Will the gross proceeds (ticket sales) of the raffle be less than \$5,000?  | _____ | _____ |
| 3. Are your organization's major activities conducted for charitable/community betterment purposes?  | _____ | _____ |
| 4. Does your organization have tax exempt status under IRC 501(c)(3)?  | _____ | _____ |

### INSTRUCTIONS

1. Appropriate coordination and approval is required on all fundraising requests. Allow a minimum of 15 days for approval after submission to 55 FSS. Required coordination:

If the event does not involve the handling or preparation of food, coordinate through:

A) Base facility proposed for use; B) 55 FSS/FSR; C) Legal Office (55 WG/JA); D) 55 FSS/CC

If the event does involve food preparation (e.g., bake sale, chili cook-off), coordinate through:

A) Base facility; B) Public Health (55 MDG); C) 55 FSS/FSR; D) Legal Office (55 WG/JA); E) 55 FSS/CC

2. PO fundraising activities must comply with applicable regulations of DoDI 5500.7-R, AFI 34-223, and AFI 36-3101.

3. POs may hold up to three (3) fundraisers per calendar quarter. A fundraiser may not consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities.

4. Private Organizations 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."

5. POs may NOT use DoD communication resources (e-mail, telephones, internet, copiers, etc.) to promote an event. POs must furnish their own equipment, supplies, and other materials.

6. Members may not actively participate in fundraising while on duty or in uniform. All DoD members who participate in this event must do so with the clear understanding that they may only do so in their individual capacity and not in any official capacity. This restriction also applies to DoD civilian employees.

7. 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. The following additional locations on Offutt AFB have been designated as "away from the workplace":

All NAF activities (e.g. Patriot Club, Peacekeeper Lanes, Golf Course, etc...); Commissary; Base Exchange (including shoppettes); Area near the elevators and Family Health Care on 1st floor of Ehrling Berquist Clinic.

8. Solicitation of DoD personnel junior in rank, grade or position is not allowed.

9. 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 allow military personnel and their families a peaceful living environment free from unwanted intrusion.

10. POs may NOT conduct fundraisers during the active Combined Federal Campaign or Air Force Assistance Fund campaigns.

11. POs may not serve or sell alcohol, except for the limited circumstances provided for in AFI 34-223, para 10.14.

12. To comply with AFI 34-223, para 10.20.4 a PO raffle must be held to support the PO's routine operations or for the direct benefit of Department of Defense personnel or their family members. Raffles may not be authorized to raise money for an outside cause local or national group. Examples of appropriate raffles might include new playground equipment for a child development center or contributing to a scholarship fund.

To comply with Nebraska Small Lottery and Raffle Act, the raffle ticket sales must not exceed \$5,000. Further, the organization must be either: 1) be a certified nonprofit under IRC 501(c)(3) OR 2) a nonprofit organization whose major activities are conducted for charitable or community betterment purposes.