

Event Name:

FUNDRAISING EVENT
CHECKLIST

Any organization which desires to hold a fundraising event on base must:

Criteria:	Y	N
1.) Be a registered PO, authorized by the Commander to perform fundraising events on base, unless their assets do not exceed a monthly average of \$1,000 over a 3-month period. If they do have such minimal assets, they may hold an unofficial activity and not register as a PO.		
2.) Not have military members or civilian employees conduct the event during their duty times.		
3.) Conduct a maximum of 3 fundraising events per calendar quarter.		
4.) Restrict use of government property to during personal time in situations where it would not adversely affect the performance of official duties or add significant additional cost to the DoD.		
5.) Prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not a part of DoD: "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." This disclaimer must also be provided in verbal communication and public announcements.		
6.) Not sell or serve alcoholic beverages. AFI 34-223 para. 10.14		
7.) Not operate any game of chance, except a raffle under the guidelines of AFI 34-223, para. 10.20.		
8.) Obtain liability insurance when the risk of injury or damage from the event is greater than negligible.		
9.) Not engage in activities that duplicate or compete with activities of the AAFES or Services NAFIs.		
10.) Not solicit donations or gifts on base.		
11.) Furnish their own equipment, supplies, and other materials, except de minimis use of government property.		

Comments and Concerns:

Initial Reviewer:

Attorney Reviewer: