



**DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND**

MEMORANDUM FOR 82 FSS/FSRA

FROM:

SUBJECT: Request for Approval to Conduct In-Kind Collections

1. Event details are as follows:

- a. Date(s) of Event:
- b. Location of Event:
- c. Intended Recipient:
- d. Method of Delivery:

2. I certify that I have read and will comply with the following guidance *IAW AFI 36-3101, Fundraising*:

- a. The following must be prominently displayed: “This event is conducted on behalf of an individual(s) effort and it is not a part of the Department of Defense or any of its components and it has no governmental status”
- b. Engagement in these efforts will not include use of official time, government resources or subordinate government personnel.
- c. All those involved will comply with all applicable federal, state, local and foreign laws governing like civilian activities.
- d. Official communication systems will not be used to advertise these opportunities for in-kind donations.
- e. Collection points will be located in common areas and collections will be transported by involved personnel, out of uniform, and on off-duty time.
- f. Cash and gift card donations will not be accepted.

NAME, RANK,

Title, Office Symbol

1st Ind, 82 FSS/DD

MEMORANDUM FOR

The above request is  approved/  disapproved.

JEFFREY L. GUTIERREZ, GS-13, DAF  
Deputy, 82d Force Support Squadron