

FUNDRAISER REQUEST STAFF SUMMARY SHEET

See Reverse for Further Guidance

	TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE		TO	ACTION	SIGNATURE (<i>Surname</i>), GRADE AND DATE
1				6			
2	8 FW/JA	Coord		7			
3	8 FW/PA	Coord		8			
4				9			
5				10			

SURNAME OF ACTION OFFICER AND GRADE	SYMBOL	PHONE	TYPIST'S INITIALS	APPROVAL NEEDED BY DATE

FUNDRAISER TITLE –	DATE OF EVENT

NOTICE: I request authorization to hold a fundraising event on behalf of the organization identified below. I understand that members of the organization are jointly and severally liable for the obligations of the organization, and that the absence of liability insurance places members' personal assets immediately at risk in the event of organization liability. I understand that should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable.

Organization Represented	Time(s) and Date(s) of this Fundraiser
POINT OF CONTACT	Number of fundraisers this quarter <div style="display: inline-block; margin-left: 20px;"> <input type="checkbox"/> </div> <div style="display: inline-block; margin-left: 20px;"> <input type="checkbox"/> </div>



LEGAL GUIDANCE

Appropriate coordination and approval is required on all fundraising requests. Proper coordination procedures are provided at the top of the request form; follow each to ensure the proper agencies have reviewed your request. Fundraisers **shall not** occur without the prior approval of 8 FSS/CC.

All fundraising activities will be reviewed by the legal office. Fundraising must be conducted in accordance with DoD 5500.7-R, Joint Ethics Regulation (JER), AFI 34-223, Private Organizations Program, and AFI 36-3101, Fundraising.

Private Organizations and/or Unofficial Activities **must not** do anything that implies Federal endorsement of a fundraising event and **may not** actively participate in fundraising while on duty or in uniform. Additionally, private organizations may not make direct solicitations for donations from non-members on base. All DoD members who participate in non-CFC/AFAF fundraising events must do so with the clear understanding that they may only do so in their capacity as individuals. The use of official position (Commander, First Sergeant, Flight Chief) and/or rank to solicit for non-CFC/AFAF fundraising is prohibited. Any advertisement for a Private Organizations **must** contain the following disclaimer: "THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS." In no event should official e-mail, mail, computers, copiers, BITS, etc., be used to provide notice of private organization activities. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the JER.

Fundraisers are generally conducted **away from** the workplace. The installation commander determines which areas of the installation are and are not workplaces. AFI 36-3101 provides examples of what are considered "workplaces" (offices, hangars, the flight line) and what are not considered "workplaces" (base quarters, entrances, lobbies, or concourses of buildings, schools, chapels, and break rooms). The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.

A fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES, Air Force Services, or NAFI activities. However, occasional sales are permitted. Occasional means not more than 3 per calendar quarter. This requested fundraiser may be authorized if it complies with this definition.

Private Organizations and unofficial activities may not sell or serve alcoholic beverages.