

375AMW/JA LEGAL REVIEW			
Private Organization Fundraising Proposal			
Organization Sponsoring the Fundraiser:			
Contact Person:		Phone #:	
Event name:		Date of Event:	
<p><i>NOTICE: I request authorization to hold a fundraising event. 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.</i></p>			
Brief Description of the Event or Fundraiser			
Who:			
What:			
Where:			
Why:			
Questionnaire for Requestor:			
See instructions page for further information.			Yes No
1. Is organization a registered PO on base or does it qualify as an unofficial unit-affiliated activity? <i>See instructions, para 1.</i>			<input type="checkbox"/> <input type="checkbox"/>
2. Does the event require service members or employees to participate during duty day? <i>See instructions, para 2.</i>			<input type="checkbox"/> <input type="checkbox"/>
3. Does the event exceed three fundraising events per calendar quarter?			<input type="checkbox"/> <input type="checkbox"/>
4. Does the event require extensive use of any government owned property or require a significant amount of time to set up?			<input type="checkbox"/> <input type="checkbox"/>
5. Do you have a disclaimer on all fundraiser media mentioning the PO's name that "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." <i>See instructions, para 5.</i>			<input type="checkbox"/> <input type="checkbox"/>
6. Do you plan to sell alcoholic beverages? SEE 6 b. on instructions on pg. 3 if yes.			<input type="checkbox"/> <input type="checkbox"/>
6 a. Is the event on base?			<input type="checkbox"/> <input type="checkbox"/>
6 b. Are you in compliance with applicable alcohol regulation below?		NA: <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
7. Is there a raffle or any game of chance? SEE 7. on instructions on pg. 3 if yes.			<input type="checkbox"/> <input type="checkbox"/>
7 a. Does raffle comply with both AFI and local ordinance below?		NA: <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
8. Is there a greater than negligible risk of injury for attendees? If so, do you have the required liability insurance? <i>See instructions, para 8.</i>			<input type="checkbox"/> <input type="checkbox"/>
9. Do you provide any of the same services that AAFES or Services NAFIs provide?			<input type="checkbox"/> <input type="checkbox"/>
10. Does the event solicit donations or gifts on base? <i>See instructions, para 10.</i>			<input type="checkbox"/> <input type="checkbox"/>
11. Are organizers furnishing their own materials except for very minimal use of government property when required? <i>See instructions, para 11.</i>			<input type="checkbox"/> <input type="checkbox"/>
Requestor's Signature		JA Review	
_____ Requestor Date Submitted: _____		I find this fundraising request to be legally <input type="checkbox"/> Sufficient <input type="checkbox"/> Sufficient with comment (see page 2) <input type="checkbox"/> Insufficient (see page 2 for rationale)	
		_____ Attorney Reviewer	

Comments and Concerns if required:

Instructions and References

1. Unofficial activities must possess less than an average of \$1,000 over a 3-month period. Limitations for unofficial unit-affiliated activities maybe increased dependent on the size of the unit (Additional \$100 for every 50 members over 300). Maximum of \$5,000 monthly average. AFI 34-223, para. 2.2.2.
2. Event may not require service members or employees to participate during duty times. AFI 34-223, para. 1.3.2.
3. Event may not exceed three fundraising events per calendar quarter. AFI 34-233, para. 10.10.2.
4. Event does not restrict use of government property to adversely affect performance of official duties or add significant cost to the DoD.
5. On all media mentioning the PO's name there must be a prominent display of this 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." AFI 34-223, para. 10.1.2.3.
- 6 a. Private organizations **will not sell or serve alcoholic beverages on Air Force installations**. AFI 34-223, para. 10.14.
- 6 b. If alcohol will be sold off base, the private organization **has obtained a temporary liquor sale permit or is complying with state law**. See 235 ILCS 5/5-1 (e) for Illinois and Mo. Ann. Stat. § 311.482(2023) for Missouri.
7. You may not operate any game of chance, except a raffle under the strict guidelines of AFI 34-223, para. 10.20-10.20.7. If conducting a raffle, the organization must comply with state law and local to include registration with state and local offices where the raffle takes place. For example, look at St. Clair County, Illinois, Code of Ordinances, Chapter 8, Business Regulations, Article VI – Raffles if it's taking place in the county around Scott AFB. **YOU MUST ADDITIONALLY COMPLETE THE RAFFLE LEGAL REVIEW CHECKLIST.**
8. Organizers must obtain liability insurance if risk or injury or damage is greater than negligible. AFI 34-223, para. 10.5.
9. Event may not duplicate or compete with activities of the AAFES or Services NAFIs. AFI 34-223, para. 10.8.
10. Event may not directly solicit donations or gifts on base from non-members. AFI 34-224, para. 10.12. Further, door to door sales conducted in on-base housing is prohibited. DoDI 1344.07, para. 6.4.13.
11. Organizers furnish their own materials, except de minimis use of government property. AFI 34-223, para. 11.