

## FUNDRAISER REQUEST WORKSHEET

<b>Name of Private Organization/Unofficial Activity</b>	<b>Date of last PO Annual Review:</b>	<b>List other fundraisers requested in the same quarter:</b>
<b>POC Name:</b>	<b>POC Phone:</b>	<b>POC Email:</b>
<b>Date(s) of Event:</b>	<b>During CFC or AFAF?</b>	<b>Hours of event:</b>
<b>Who will conduct the event?</b> <small>(e.g. volunteer PO members. Include # of volunteers and # under 12 yo)</small>	<b>Who is the target audience?</b> <small>(e.g. PO members only, base community, general public, etc.)</small>	<b>Method of Advertising/Promotion:</b> <small>(in person, direct mail, <b>flyers (must attach a copy)</b>, etc.)</small>
<b>Type of Activity/Event:</b> <small>(e.g. sale of goods; contract for pay; solicitation of donation; golf tournament AFI 34-101 DAF MWR Program and Use Eligibility)</small>	<b>Location of event:</b> <small>(Building; area of a building; in or out of workplace)</small>	<b>Purpose of event:</b> <small>(e.g. raise money for X; collect canned goods for X)</small>
<b>Will event involve prizes/gifts/awards?</b>	<b>How are prizes/gifts/awards paid for?</b>	<b>Who receives prize/gift/award?</b>

**Additional Event Details:**

**I hereby certify I have reviewed AFI 34-223 and AFI 36-3101, I will obey the following rules:**

1. **Advance Approval Required:** fundraising request must be approved in advance. An event may not be advertised until it is approved.
2. **Disclaimer:** POs may not use official DoD or Air Force letterhead and must prominently display **“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”** on all print and electronic media containing the PO’s name. “Prominently displayed” means black,bold font no smaller than 14 pt Times New Roman on a plain solid contrasting color background.
3. **Government Resources and Email:** This is extremely limited, but may be used to inform Airmen of events of possible interest to unit and families, but cannot focus on the motivation to increase sales, rather to notify Airmen of local events of possible interest. *Para 11.1.3.*
4. **Official Capacity:** Fundraisers may not be conducted by military members in their official capacity. PO members will not wear uniforms while participating in the fundraiser. All participants must be volunteers and on leave or special pass while conducting fundraising activities. Civilian employees, are subject to of AFI 36-3101 and the Joint Ethics Regulation (JER).
5. **Location:** Fundraisers must be conducted away from the workplace in accordance with AFI 36-3101, paragraph 13.3.
6. **Inspections:** All fundraising events are subject to no-notice inspections to ensure health, safety, and compliance with the applicable regulations. The Installation Commander or designees may withdraw a PO’s authorization to operate if the PO prejudices or discredits the United States Government, conflicts with Government activities, or for any other just reason. POs must have approval on-hand at the event.
7. **Resale Activities:** Fundraisers may not be frequent/continuous resale or compete with AAFES, Services, or NAFI activities.
8. **Frequency:** A PO may conduct no more than 3 fundraisers per calendar quarter.
9. **Solicitation:**
  - a. DoD personnel may not solicit other personnel or family members of personnel junior in rank, grade or position, on or off duty.
  - b. POs will not solicit gifts or donations on base. Off-base solicitations must contain the disclaimer described above. Donor/gift recognition may not be made publicly; only to members of the PO or those present at an event benefiting from the donation/gift.
  - c. UAs may not solicit donations or gifts at any time of any kind on and/or off base.
10. Golf tournament fundraisers held on the installation must comply with AFI 34-101, *DAF MWR Programs and Use Eligibility*

**I request authorization to hold a fundraiser, described above, for the above named Unofficial Activity (UA) or Private Organization (PO). I understand as a PO/UA my organization is responsible for all claims, loss, and liability connected with this event, whether or not contributed to by any negligence or alleged misconduct by any employee(s) of the United States or member(s) of the United States Armed Forces. Should any such incident occur, the individual members of the requesting organization, rather than the Air Force, will be liable.**

**SIGNATURE OF FUNDRAISER COORDINATOR** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF PO/UA ELECTED OFFICER** \_\_\_\_\_ **DATE:** \_\_\_\_\_

ADDITIONAL COORDINATION (to be completed by PO as applicable)		
<b>If location is in Government Facility</b> Building custodian approval is required.	Name	Signature
<b>If location is in Base Housing</b> Housing approval is required	Name	Signature
<b>If Location is BX, Shoppette or Commissary</b> AAFES or DECA approval required in advance.	Signature of approving AAFES official	Signature of approving DECA official
<b>If event requires base access for non-base affiliated civilians</b>	Name of approving 375 SFS/S5 POC	Copy of approval attached?
<b>If event includes physical activity on base</b> (i.e. fun-run, 5K, softball, etc.)	Name of approving 375 AMW/SE POC	Copy of approval/risk assessment attached?
	SFS/S5	Copy of approval attached?
	Liability insurance obtained for event?	Proof of insurance attached?
<b>19. If event includes food preparation</b> (chili sale, bake sale; anything requiring handling and processing of food)	Name of approving 375 MDG Food Safety POC	Copy of approval attached?
<b>20. If event involves a raffle/game of chance</b>  <b>Additional Rules for Raffle Proceeds:</b> <ul style="list-style-type: none"> <li>• may be conducted on an Air Force installation by those Private Organizations that are composed primarily of Department of Defense personnel or their family members and require a license</li> <li>• Must identify the purpose for which funds are being raised and the intended use of the proceeds</li> <li>• Cannot be used to raise money for outside local/national groups/charities.</li> <li>• Raffles conducted for monetary prizes are not authorized on base. Off base require approval in advance and a license.</li> <li>• Raffles cannot be conducted in the workplace.</li> <li>• UAs cannot conduct raffles of any kind. <i>See para. AFI 34-223, para. 10.20</i></li> </ul>	<b>20a. St. Clair County raffle license obtained pursuant to Bus. Reg. 8-6-8 and ILCS 15/2-15/3?</b>	<b>20b. Copy of license attached?</b>
	<b>20c. What will proceeds from the raffle be used for?</b>	
	<b>20d. Who are the intended beneficiaries of the raffle proceeds?</b>	
	<b>20e. How will the PO ensure the raffle proceeds are used only for that purpose and those beneficiaries?</b>	

<b>375 AMW/JA Recommendation</b>  Recommend Disapproval	<b>REMARKS:</b>
<b>Name</b>	<b>Signature and Date</b>

<b>Your request to conduct a fundraising event is:</b>  Approved	
<b>REMARKS:</b>	
<b>NAME, RANK, POSITION</b>	<b>Signature and Date</b>