

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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.) Not have military members or civilian employees conduct the event during their duty times.	<input type="checkbox"/>	<input type="checkbox"/>
3.) Conduct a maximum of 3 fundraising events per calendar quarter.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
6.) Not sell or serve alcoholic beverages. AFI 34-223 para. 10.14	<input type="checkbox"/>	<input type="checkbox"/>
7.) Not operate any game of chance, except a raffle under the guidelines of AFI 34-223, para. 10.20.	<input type="checkbox"/>	<input type="checkbox"/>
8.) Obtain liability insurance when the risk of injury or damage from the event is greater than negligible.	<input type="checkbox"/>	<input type="checkbox"/>
9.) Not engage in activities that duplicate or compete with activities of the AAFES or Services NAFIs.	<input type="checkbox"/>	<input type="checkbox"/>
10.) Not solicit donations or gifts on base.	<input type="checkbox"/>	<input type="checkbox"/>
11.) Furnish their own equipment, supplies, and other materials, except de minimis use of government property.	<input type="checkbox"/>	<input type="checkbox"/>

Comments and Concerns:

Initial Reviewer:

Attorney Reviewer: