

FUNDRAISER CHECKLIST FORM

TO: 50 FSS	FROM:	PHONE:	Date:
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NOTICE: I request authorization to hold a fundraiser (on Schriever AFB) (off-base). Please circle one. I have a current Unofficial Activity (UA) or Private Organization (PO) letter (please circle UA or PO) on file with the 50 FSS. I understand that as a UA/PO, 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. INITIALS _____ DATE *(President or other officer of UA/PO must initial & date)

PRIVATE ORGANIZATION (PO) OR UNOFFICIAL ACTIVITY (UA) NAME:	TIME(s) and DATE(s) OF THIS FUNDRAISER	
Please Read All Acknowledgements and Return Completed Form to 50 FSS: ***SEE REVERSE PAGE FOR ACKNOWLEDGEMENTS***	NUMBER OF PREVIOUS FUNDRAISERS THIS QUARTER & DATES:	
All FUNDRAISER REQUEST FORMS REQUIRE APPROX 2 - 4 WEEKS TO PROCESS NO EXCEPTIONS: ONLY 2 REQUEST PER QUARTER ARE AUTHORIZED. THIS INCLUDES OFF-BASE FUNDRAISERS.	# OF EXPECTED PARTICIPANTS	
	ADULTS	CHILDREN UNDER 12

<p>Details of your event: PO or UA must plan the WHO, WHAT, WHERE, WHEN, WHY, and HOW. (Please explain in detail on a separate sheet of paper. The more details that are given for your request, the easier it will be to process through the routing sequence below.)</p> <p>Do you plan to advertise or solicit donations? Y N Initials _____</p> <p>Include a copy of your flyers and solicitation letters with your fundraiser request with disclaimer notification below (AFI 34-223, para 10.1.2.3) printed on all documents.</p> <p>“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.”</p> <p align="right">Initials _____</p> <p>ADVERTISING PROHIBITIONS: The Joint Ethics Regulation prohibits the use of DoD communications resources (telephones, fax machines, e-mail, or the internet) or other government resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling. (JER Section 2-301).</p> <p align="right">Initials _____</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td align="center">Yes</td> <td align="center">No</td> <td align="center" colspan="2">Check Yes or No</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center">1.</td> <td>Does 50 FSS have your most current PO or UA registration letter on file?</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center">2.</td> <td>Will all participants be: (a) volunteers, (b) not in uniform and (c) in off-duty or special pass status?</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center">3.</td> <td>Will the event occur in the workplace? (see AFI 36-3101, para.13.3 & 16 Mar 16 Memo)</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center">4.</td> <td>Will the event involve solicitation in base housing?</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center">5.</td> <td>Will you seek official endorsement of this event? (see AFI 36-3101, para.19)</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center">6.</td> <td>Does the event plan to sell or serve alcohol, and if so, are food and/or designated drivers going to be available for participants?</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center">7.</td> <td>Will the event occur during the CFC or AFAF drives?</td> </tr> <tr> <td align="center"><input type="checkbox"/></td> <td align="center"><input type="checkbox"/></td> <td align="center">8.</td> <td>Does the event involve raffles, high risk activity or a golf tournament?</td> </tr> </table>	Yes	No	Check Yes or No		<input type="checkbox"/>	<input type="checkbox"/>	1.	Does 50 FSS have your most current PO or UA registration letter on file?	<input type="checkbox"/>	<input type="checkbox"/>	2.	Will all participants be: (a) volunteers, (b) not in uniform and (c) in off-duty or special pass status?	<input type="checkbox"/>	<input type="checkbox"/>	3.	Will the event occur in the workplace? (see AFI 36-3101, para.13.3 & 16 Mar 16 Memo)	<input type="checkbox"/>	<input type="checkbox"/>	4.	Will the event involve solicitation in base housing?	<input type="checkbox"/>	<input type="checkbox"/>	5.	Will you seek official endorsement of this event? (see AFI 36-3101, para.19)	<input type="checkbox"/>	<input type="checkbox"/>	6.	Does the event plan to sell or serve alcohol, and if so, are food and/or designated drivers going to be available for participants?	<input type="checkbox"/>	<input type="checkbox"/>	7.	Will the event occur during the CFC or AFAF drives?	<input type="checkbox"/>	<input type="checkbox"/>	8.	Does the event involve raffles, high risk activity or a golf tournament?
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COORDINATION

50 FSS will coordinate all requests through 50 MSG/CC, or 50 FSS/CC, for approval, as appropriate. (Golf Tournaments and non-DOD affiliated requests and requests for waiver of insurance with fundraiser go to 50 MSG/CC for approval, otherwise, the majority of fundraisers go to 50 FSS/CC, per 50 SW/CC Letter, dated 1 Sep 15).

Will your fundraiser...

a. Potentially compete with AAFES because it is a sale? If yes, request approval from AAFES through 50 FSS/FSR prior to proceeding.

Approved by AAFES (circle one): Yes/No	50 FSS/FSR Initials/Date	
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b. Include **physical activity** on base (i.e. fun-run, 5K, etc)? If yes, route request through 50 SW/SE, 50 SFS/S5, and 50 CES/CEF prior to submission to 50 FSS/FSR.

50 SW/SE	Approve	Disapprove	Comments:	Initials/Date _____
50 SFS/S5	Approve	Disapprove	Comments:	Initials/Date _____
50 CES/CEF	Approve	Disapprove	Comments:	Initials/Date _____

c. Involve **food preparation** (bake sale, chili sale, or any event that requires the handling and processing of food)? If yes, route request through 21 MDG Public Health (Food Safety Office) prior to submission to 50 FSS/FSR.

21 MDG Food Safety	Approve	Disapprove	Comments:	Initials/Date _____
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d. Involve a raffle/game of chance or a high-risk/unusual activity? If yes, 50 FSS/FSR will route through 50 SW/JA prior to submission for final approval.

50 SW/JA	Approve	Disapprove	Comments: See 50 SW/JA, Legal Review, dated _____	Initials/Date _____
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DECISION OF APPROVAL AUTHORITY: Your request to conduct a fundraiser at the times and dates indicated is:

APPROVED **DENIED**

REMARKS/LIMITATIONS:

NAME, GRADE, AND DUTY TITLE	SIGNATURE/DATE
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ACKNOWLEDGEMENTS

Must Be Initialed By Unofficial Activity (UA) or Private Organization (PO) Officer

I understand the following:

_____initials

1. All fundraising request **MUST BE APPROVED IN ADVANCE**. PO or UA may not advertise an event until the event is approved. Fundraising both on and off-base must be approved. Generally, fundraising is governed by AFI 36-3101, *Fundraising within the Air Force* and AFI 34-223, *Private Organization (PO) Program*.

_____initials

2. Unless the installation commander approves a PO or UA event, no fundraising is permitted during the **COMBINED FEDERAL CAMPAIGN** or the **AIR FORCE ASSISTANCE FUND CAMPAIGN**.

_____initials

3. Government Resources: Employees generally may **NOT USE** government resource (e.g., funds, equipment, vehicles, supplies, postage, tools) to support an unofficial/private organization fundraising event or effort [5 C.F.R. §2635.704 (a); 5 C.F.R. §2635.808 (c) (Example 2)].

_____initials

4. Official Capacity: No sales or activities are authorized in your official capacity as a member of the Air Force or Federal Government [JER, Section 3-300]. All volunteers must act in their **PERSONAL CAPACITY**, be **ON LEAVE OR SPECIAL PASS**, and **OUT OF MILITARY UNIFORM**. This means no set up or tear down of a fundraiser while in uniform. All DoD participants must understand that they may only participate in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the Joint Ethics Regulation (JER).

_____initials

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

_____initials

5. Installation Commander authorizes the establishment and operation of a PO when he/she determines it will make a **POSITIVE CONTRIBUTION** to the quality of life of base personnel. The commander may withdraw the authorization if the PO prejudices or discredits the United States Government, conflicts with Government activities, or for any other reason or just cause. (AFI 34-223 para. 6.1)

_____initials

6. A fundraiser **MAY NOT** consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities. However, occasional sales are permitted. Occasional has been defined as not more than two (2) per calendar quarter. This fundraiser can be authorized if it complies with this definition.

_____initials

7. Door-to-door solicitation is generally **PROHIBITED** in military housing areas. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques, and allow military personnel and their families a peaceful living environment free from unwanted intrusion. As such, access to military housing for door-to-door solicitation is and will be highly restricted.

_____initials

8. **OFFICIAL BASE E-MAIL IS NOT AUTHORIZED FOR USE BY PRIVATE ORGS/UNOFFICIAL ACTIVITIES FOR FUND-RAISING PURPOSES.** Any advertisement of the event may not appear to be an official endorsement of the event. Base Public Affairs office can assist with alternate venues for dissemination such as the base newspaper and website if given enough advanced notice. Government systems (daily bulletin boards and/or electronic public folders) may be used and provide notice of unofficial off-installation fundraising campaigns and volunteer request if approved by the Installation Commander, per AFI 34-223, para 11.1.3.

_____initials

9. Solicitation of DoD personnel **JUNIOR IN RANK, GRADE OR POSITION IS NOT ALLOWED WHETHER ON OR OFF DUTY**. This includes family members of such personnel.

_____initials

10. POs and unofficial activities/organizations may accept gifts and donations. **These organizations will not solicit gifts or donations on base. OFF-BASE SOLICITATIONS MUST CLEARLY INDICATE THAT THEY ARE FOR A PO OR AN UNOFFICIAL ACTIVITY/ORGANIZATION, AND NOT FOR THE BASE OR ANY OFFICIAL PART OF THE AIR FORCE.** Donor/gift recognition may not be made publicly. Recognition of the gift or donation can only be made to members of the PO or those present at an event benefiting from the donation/gift, per AFI 34-223, para 10.15.1.3.

_____initials

11. POs may not use the seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on organization letterhead, correspondence, titles, or in association with organization programs, locations, or activities, per AFI 34-223, para 10.1.1.

_____initials

12. Golf fundraisers held on the installation must comply with AFI 34-116, *Air Force Golf Course Program Management*, para 1.3.2, which states "[u]se of Air Force facilities . . . require written statements from the owners or operators of local civilian golf facilities within 10 miles or 30 commuting minutes stating that they do not object."

ADDITIONAL INFORMATION

Please refer to the following AFI's for guidance on what is authorized/not authorized for Unofficial Activities and Private Organizations. If the AFIs or regulations do not open by clicking them, then copy and paste into the web link in the address bar and you should be able to access them by clicking on the link.

Air Force Instructions (AFI)

- AFI 36-3101 – FUNDRAISING WITHIN THE AIR FORCE
- http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-3101/afi36-3101.pdf
- AFI 34-223 – PRIVATE ORGANIZATIONS (PO) PROGRAM
- http://static.e-publishing.af.mil/production/1/af_a1/publication/afi34-223/afi34-223.pdf
- AFI 34-116 – AIR FORCE GOLF COURSE PROGRAM MANAGEMENT
- http://static.e-publishing.af.mil/production/1/af_a1/publication/afi34-116/afi34-116.pdf
- Joint Ethics Regulation – DOD 5500.07-R
- <http://www.dtic.mil/whs/directives/corres/pdf/550007r.pdf>