

FUNDRAISER REQUEST FORM

TO: 452 MSG/CC
March ARB, CA 92518

FROM: NAME OF RESPONSIBLE INDIVIDUAL/PHONE NUMBER **DATE OF REQUEST:** (3 weeks advanced notice)

NOTICE: I request authorization to hold a fundraising event on March ARB, CA. 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 of 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.

PRIVATE ORGANIZATION (PO) OR UNOFFICIAL ACTIVITY: (Name and Address)

TIME and DATE OF FUNDRAISER:

SIGNATURE:

DATE(s) OF LAST FUNDRAISER:

All blocks MUST be filled out, follow instructions on page 2.

NO. OF EXPECTED PARTICIPANTS

ADULTS

CHILDREN UNDER 12

DETAILS of EVENT: PO or Unofficial Activity needs to plan out the **WHO, WHAT, WHERE, WHEN, WHY and HOW.** (Be complete and if necessary, attach separate page)
Who are the volunteers? How many?

What will be sold, for how much, any pre-sale activities: (describe when/where/how)

Where: (exact location of event)

Why: (How are the funds going to be used?) i.e., purchase awards/plaques, defray cost of events to members, and support charitable activities

*****ADVERTISING PROHIBITIONS:** The Joint Ethics Regulation prohibits the use of DoD communication resources (telephones, fax machines, E-mail, the Internet) or any other gov't resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER sec. 2-301.a. and b). *****Please reference AFI 34-223, Private Organization Program for further guidance OR tidbits below page 3.**

- | Yes | No | Check Appropriate Box |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are you a registered PO with 452 FSS/CD? |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. If not a PO, is event sponsored by an unofficial activity, will you raise more than \$1K/per month over 3 months? If so, must consult 452 FSS/CD! |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. All participants will be volunteers, not in uniform, & if event is conducted during duty hours will be on leave/pass. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Does this event involve food? (<u>Must</u> coord w/Public Health) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Is event location considered the workplace? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Does event involve solicitation in base housing? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Are you seeking official endorsement of this event? |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Does event occur during the CFC/AFAF drives? |

COORDINATION (See instructions 2nd page)

452 OFFICES	A: FSS/CD (Required)	B: Designated Facility/Area Manager(s) (Required)	C: Bio Environmental /Public Health (if applicable)	D: MSG/CEF (Fire Dept.) (if applicable)	E: AMW/JA (Required)	F: MSG/CC (Required)	G: AMW/PA, (Required completed form for PA notification.)	H. FSS/CD Provide approved copy
Initials/ Date								

AMW/JA RECOMMENDATION: Approval Denial Signature: _____ Date: _____

Qualifies as: _____ A local INTERNAL program AWAY FROM the workplace (AFI 36-3101, Table 1, Rule 4) _____ A local INTERNAL program at the workplace (AFI 36-3101, Table 1, Rule 3)

Remarks: _____ OTHER (_____)

DECISION OF APPROVAL AUTHORITY: YOUR REQUEST TO CONDUCT A FUNDRAISER AT THE TIME AND DATE INDICATED IS:

APPROVED DENIED

REMARKS/LIMITATIONS

NAME, GRADE AND DUTY TITLE
ROBERT A. WIEMAN, Colonel, USAF
Commander, 452^d Mission Support Group

SIGNATURE

COORDINATION INSTRUCTIONS

1. All fundraising requests ***must be approved*** in advance by 452 MSG/CC. PO or Unofficial Activity ***may not*** advertise their event until granted final approval. For any PA announcements, proof of final ***approval will be required*** as well. Submit your request for approval at least 3 weeks prior to the fundraising event. Failure to complete Fundraiser Request Form will delay approval process.
2. Fundraising Request Form coordination must begin and end with 452 FSS/CD, Bldg 2314 (655-4465).

If event ***does not*** involve the handling or preparation of food, coordinate through:

- A. Identify/Request approval from designated facility/area manager:

Facility/Area: _____ Manager: _____

- B. Legal Office (452 AMW/JA): Coordination approval on page 1.

If event ***does*** involve the handling or preparation of food i.e., bake sale, chili sale, or open fires/BBQs, coordinate through:

- A. Identify/Request approval from designated facility/area manager:

Facility/Area: _____ Manager: _____

- B. Public Health (452 MSG/SGPB DSN: 655-7156):

- **FOOD SALES** that include ***homemade bake goods*** made in a kitchen in a private home require that the consumer be informed by a clearly visible placard at the sales/service location the following statement “**FOOD IS PREPARED IN A KITCHEN THAT IS NOT SUBJECT TO REGULATION AND INSPECTION BY THE REGULATORY AUTHORITY**” Ensure placard is placed on table during bake sales or other food sales.
- **OPEN FIRES/BBQ** events will require Fire Prevention Division (Fire Dept.).
- **Public Health requires the following documentation:** Located on MarchFSS.com bottom right hand corner.

DD Form 2971, Conditional Employee or Food Employee Reporting Agreement

DD Form 2974, Tactical Kitchen Food Sanitation Inspection

DD Form 2975, Temporary Food Event Coordinator’s Application

- C. The fundraiser request has been reviewed and the requestor has been advised of the regulations associated with an open burn barbecue while on Air Force installation.

Fire Prevention Division: _____

- D. Legal Office (452 AMW/JA DSN 655-4479) Legal review is required.

AFI 34-223, Private Organization Program Tidbits

-PO or unofficial activity cannot purchase items at the commissary and must purchase goods off-base. However, an authorized member can purchase items from the commissary. For example, a member can purchase items at the commissary in his/her individual capacity and contribute his/her "fair share" to the bake sale or other event.

-Per AFI 34-223, Private Organizations and unit unofficial activities are prohibited from actions which might make it appear that the installation is endorsing or giving special treatment to the donors involved. Private Organizations and unit unofficial activities may accept gifts and donations from outside sources. Unit unofficial activities will not solicit gifts. (T-1) Private Organizations will not solicit direct monetary gifts or donations (as distinguished from the sale of items of value) on base. (T-2) Off-base solicitations must clearly indicate that they are for a Private Organization and not for the base or any official part of the Air Force. Donor/gift recognition may not be made publicly. (T-1) Oral recognition of the gift or donation can only be made to members of the Private Organization or those present at an event benefiting from the donation/gift.

-Per JER 3-300, No sales or activities are authorized in your official capacity as a member of the Air Force or Federal Government. [JER 3-300]. You must engage in fundraising in your personal capacity, be on leave, or special pass and out of military uniform. Fundraisers are to be conducted away from the workplace. The installation commander determines which areas of the installation are/are not workplaces. Examples of what are considered "workplaces" are offices, hangars, flight line and what are not considered "workplaces" base quarters, entrances, lobbies or concourses of buildings, chapels and break rooms.

- Per AFI34-223, Private Organizations and unofficial activities/organizations will not operate amusement machines, slot machines, lotteries, raffles, games of chance, or other gambling-type activities, (except as authorized in paragraph 10.20, below); nor will they engage in frequent or continuous resale activities either directly or indirectly through third parties. Occasional fundraising is defined as not more than three per calendar quarter.

- Per AFI 34-223, Private Organizations and unofficial activities/organizations must not engage in activities that duplicate or compete with activities of the Army and Air Force Exchange Services or Force Support Squadron Nonappropriated Fund Instrumentalities.

- Per AFI 34-223, Private Organizations and unit unofficial activities may not directly solicit cash donations for their organization on base. Private Organizations and unit unofficial activities may raise funds through approved on base fundraising events as described in paragraphs 10.10/10.11

- Per AFI 34-223, The use of Government equipment and systems for other than official purposes is extremely limited. Government communication systems (e.g., weekly upcoming events email from the installation Public Affairs Office) may be used to inform Airmen of Private Organization events of possible interest to the unit and its families (e.g., regular meeting of the unit-affiliated spouses' club). Official communication systems should not be used to advertise Private Organization fundraiser (and membership) events unless the primary purpose of the communication is for other than support of the Private Organization's efforts, but rather to notify unit Airmen of a local event of possible interest (e.g., lunchtime sale of food in a public area adjacent to the unit's geographic footprint)

3. For any fundraising questions or concerns, please contact Vanessa Estrella at DSN 447-4465 or Vanessa.Estrella.2@us.af.mil