|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FUNDRAISER REQUEST FORM | | | | | | | | | | | | | |
| **NAME OF FUNDRAISER COORDINATOR** | | | | | **DAYTIME PHONE NUMBER:** | | | Private Org/Unofficial Activity Name | | | | | |
| I request authorization to hold a fundraising event. If approved, I expressly agree to identify & hold the United States of America harmless from & against any & all claims, loss, & liability, however caused, arising out of, or in any way connected with the fundraising event for which approval was granted pursuant to this agreement, 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.  **THIS FUNDRAISER REQUEST FORM SHOULD BE SUBMITTED AT LEAST 10 BUSINESS DAYS PRIOR TO THE START OF THE FUNDRAISER.**  **SIGNATURE OF PRESIDENT/VP:** | | | | | | | | | | | | | |
| **FROM** | | **TO** | | | | **LOCATION OF EVENT** | | | | | NUMBER OF PARTICIPANTS | | |
| **DATE:** | | **DATE:** | | | | ADULTS | |  |
| **TIME:** | | **TIME:** | | | | **CHILDREN UNDER 12** | |  |
| **DETAILS OF YOUR EVENT** - **BE VERY DETAILED IN DESCRIBING THE EVENT. LACK OF SPECIFICS MAY DELAY PROCESSING OR RESULT IN OUTRIGHT DISAPPROVAL OF REQUEST.** | | | | | | | | | **YES NO**  (If a PO) Is the PO a duly authorized PO to conduct business on Lajes AFB?  Will the fundraiser be conducted by military members in uniform?  Will this event take place during the CFC or AFAF drives?  Will this event involve civilians without military IDs from off base | | | | |
| **WHAT:**  **WHERE:**  **WHY:** | | | | | | | | |
| **PRINT ADVERTISEMENT w/DISCLAIMER:**  Flyer Attached Donation Letter(s) Attached N/A | | | | | | | | |
| I have read & understand the contents of AFI 34-223 updated 4 April 2011 as it pertains to fundraising activities. **Initials of Coordinator:** | | | | | | | | |
| INSURANCE: Current Policy: Yes / No Approved Insurance Waiver: Yes / No / NA | | | | | | | | |
| COORDINATION (COMPLETE AS APPLICABLE ACCORDING TO INSTRUCTIONS ON REVERSE) | | | | | | | | | | | | | |
| **OFFICE**  **SYMBOL:** | **President/Vice President Symbol** | | **Bldg. Custodian**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | **Public Health**  **\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | **Safety** | |
| **NAME**  **RANK**  **PHONE** |  | |  | | | |  | | | | |  | |
| **SIGNATURE** |  | |  | | | |  | | | | |  | |
|  | | | | **P.O. MONITOR VERIFICATION**  APPROVAL  DISAPPROVAL | | | | | | **REMARKS:** Private Organization **is/is not** in good standing per AFI 34-223. | | | |
|  | | | | **65 FSF/SEM RECOMMENDATION:**  APPROVED  DISAPPROVED | | | | | | **REMARKS:** | | | |
|  | | | | **65 ABG/JA RECOMMENDATION:**  APPROVAL  DISAPPROVAL | | | | | | **REMARKS:** | | | |
|  | | | | **65 ABG/CC RECOMMENDATION:**  APPROVAL  DISAPPROVAL | | | | | | **REMARKS:** | | | |
| I hereby certify that I have reviewed AFI 34-223 & AFI 36-3101, & I will obey the following rules below:  1. **Disclaimer Required for Print/Electronic Media/Donation Letters**: I understand that private organizations must prominently display the following disclaimer on all print & electronic media mentioning the private organizations’ name confirming that the private organization 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 & it has no governmental status**.” (ref. AFI 34-223 10.1-10.1.1.4) **Initials:// //**  **FUNDRAISER REQUEST FORM**  **(cont.)** | | | | | | | | | | | | | |
| 2. **Uniform**: I understand that fundraisers may not be conducted in members’ official capacity. Therefore, **private organization members will not wear uniform during the fundraiser** without the 65 ABG/CC or delegee’s advanced approval (ref. AFI 36-3101, para 19).  **Initials:// //**  3. **Use of Government E-mail:** I understand that private organization members will not use Government e-mail to send solicitation e-mails without obtaining the 65 ABG/CD's advanced approval.  If you wish to use Government e-mail to advertise your fundraiser, complete the following:   1. Recipients (ex: 65/FSF ALL, 65 ABG/SE unit members only, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Frequency (ex: 2 times, once a week until fundraiser begins, etc.):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Justification for using Government email (ex: IAW Joint Ethics Regulation 2-301a):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   **Initials:// //**  4. **Advertisement**: I understand that I cannot advertise this event until the request is approved by the 65 ABG/CC or delegee.  **Initials:// //**  5. **On-base Solicitation:** PO’s & unofficial activities/organizations may not solicit funds on base.  **Initials:// //** | | | | | | | | | | | | | |

**65 FSF FORM 1, 201510**

**INSTRUCTIONS**

Appropriate coordination (as shown below) & approval are required prior to making any arrangements that commit base facilities or organizations to fundraising activities or special events. No advertising shall be published prior to approval.

1. For all Private Organizations and unofficial activities (ref AFI 34-223) fundraising requests, if event does not involve the handling or preparation of food, coordinate through **(in this sequence):**

2. For all Private Organizations & unofficial activities fundraising requests, if event **does involve** food preparation, i.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through **(in this sequence):**

A. Organizational President or Vice President

B. Building Custodian

C. Public Health

D. Private Organization Monitor (65 FSF/FSR will route the rest of the way through JA & FSF)

3. Please be sure to include the full name, rank & telephone number of each person that is coordinating on this request in case they need to be contacted. The **PRESIDENT/VP** should be the only individuals contacting the Private Organization Monitor concerning the request.

4. Only off-base (or away from base work centers) internal fundraisers (i.e., those conducted by members of the PO/UA, among its members & for its members) are authorized during the **CFC** or **AFAF** drives. Additionally, the fundraiser must not detract from these official campaigns. (ref. AFI 36-3101, Table 1, Rule 4).

5. Wear of uniforms may not be allowed if the final approval authority determines such action could be construed as an official Air Force endorsement of the fundraising activity (ref. AFI 36-3101, para 19).

6. Use of Government email is for official use and authorized purposes only. An email notification of a fundraising event may be authorized on a case-by-case basis, so long as the communication does not overburden the communication system or create a significant cost to the Air Force.