

FUNDRAISER REQUEST FORM

(Read Instructions on Reverse Before Completing Form)

NAME OF RESPONSIBLE INDIVIDUAL	DAYTIME PHONE NUMBER	ORGANIZATION REPRESENTED
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I request authorization to hold a fundraising event on LAJES FIELD AB. If approved, I 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 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 APPROVED AT LEAST 10 DAYS PRIOR TO THE START OF THE FUNDRAISER.**

SIGNATURE OF REQUESTOR: _____ DATE: _____

FROM	TO	LOCATION OF EVENT	NUMBER OF PARTICIPANTS	
DATE:	DATE:		ADULTS	
TIME:	TIME:		CHILDREN UNDER 12	

DETAILS OF YOUR EVENT (example: **WHAT:** car wash, **WHERE:** in front of the BX, **WHY:** to offset cost of unit holiday party)
PLEASE BE VERY DETAILED IN DESCRIBING THE EVENT. LACK OF SPECIFICS MAY DELAY PROCESSING OR RESULT IN OUTRIGHT DISAPPROVAL OF THIS REQUEST.

WHAT AND WHERE:

WHY:

I have read and understand the contents of AFI 34-223 dated 8 March 2007 as it pertains to fundraising activities.

Initials of Requestor: _____

YES	NO	(CHECK WHICH APPLIES)
<input type="checkbox"/>	<input type="checkbox"/>	Is this event/fundraiser sponsored by a private organization (PO) and if so is the PO a duly authorized PO to conduct business on Lajes Field AB?
<input type="checkbox"/>	<input type="checkbox"/>	Are all participants volunteers?
<input type="checkbox"/>	<input type="checkbox"/>	Will the fundraiser be conducted by military members in uniform? (see Para 6 on reverse)
<input type="checkbox"/>	<input type="checkbox"/>	Will this event take place during the CFC or AFAF drives? (see Para 5 on reverse)
<input type="checkbox"/>	<input type="checkbox"/>	Will this event involve civilians without military IDs from off base? (see Para 3 on reverse)

INSURANCE: Current Policy: Yes / No Approved Insurance Waiver: Yes / No / NA

FOR LISTED OFFICIALS USE ONLY

COORDINATION

(AS APPLICABLE ACCORDING TO INSTRUCTIONS ON REVERSE)

Private Organization Monitor Verification

Private Org / Unofficial Activity is in good standing per AFI 34-223.

Initials: _____ Date: _____

OFFICE SYMBOL:	Unit Commander/ PO President	Event Site	Public Health	ABW/JA
NAME				
RANK				
PHONE				
INITIALS & DATE				

65 FSS/CL RECOMMENDATION <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	REMARKS:
SIGNATURE _____	DATE _____

65 MSG/CC DECISION: Request to Conduct a Fundraiser is:	REMARKS:
<input type="checkbox"/> Approved and the Use of Govt E-mail is Permitted <input type="checkbox"/> Disapproved	
<input type="checkbox"/> Approved, but the Use of Govt E-mail is disapproved	

NAME, GRADE ARCHIBALD E. BRUNS, Col	SIGNATURE _____	DATE _____
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FUNDRAISER REQUEST FORM (REVERSE SIDE)

(Read Instructions on Reverse Before Completing Form)

NAME OF RESPONSIBLE INDIVIDUAL

DAYTIME PHONE NUMBER

ORGANIZATION REPRESENTED

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

1. **Donation Letters:** I understand that private organizations must prominently display the following disclaimer on all print and 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 and it has no governmental status."**

Initials: _____

2. **Uniform:** I understand that fundraisers may not be conducted in military members' official capacity. Therefore, **private organization members will not wear their uniforms during the fundraiser** without the 65 MSG/CC's advance approval.

Initials: _____

3. **Use of Government E-mail:** I understand that the 65 MSG/CC's advance approval must be obtained prior to publicizing fundraisers via Government e-mail. Therefore, **private organization members will not use Government e-mail to send solicitation e-mails without obtaining the 65 MSG/CC's advance approval.**

Initials: _____

3A. **Request to Use Government E-mail (Optional):** If you wish to use Government e-mail to advertise your fundraiser, complete the followings:

(1) Recipients (ex: 65 FSS/All, 65 ABW/SE unit members only, etc.): _____

(2) Frequency (ex: 2 times, once a week until the fundraiser begins, etc.): _____

(3) Justification for Using Government E-mail (per Joint Ethics Regulation 2-301a):

4. **Advertisement:** I understand that I cannot advertise this fundraiser until the fundraiser request is approved by the 65 MSG/CC.

Initials: _____

SIGNATURE OF REQUESTOR:

DATE:

INSTRUCTIONS

Appropriate coordination and approval (as shown below) 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)**:

- A. Unit Commander or Organizational President
- B. Event Site
- C. 65th Force Support Squadron Private Organization Monitor
- D. 65th Force Support Squadron
- E. 65th Air Base Wing Legal Office
- F. 65th Mission Support Group Commander
- G. 65th Force Support Private Organization Monitor

2. For all Private Organizations and 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. Unit Commander or Organizational President
- B. Event Site
- C. 65th Medical Group Public Health
- D. 65th Force Support Squadron Private Organization Monitor
- E. 65th Force Support Squadron Director
- F. 65th Air Base Wing Legal Office
- G. 65th Mission Support Group Commander
- H. 65th Force Support Private Organization Monitor

3. Please be sure to include the full name, rank and telephone number of each person that is coordinating on this request in case they need to be contacted.

4. Only internal fundraisers (i.e., those conducted mainly by DoD personnel for the benefit of DoD personnel) are authorized during the CFC or AFAF drives. Additionally, the fundraiser must occur *away from the workplace* and 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.