

**\*\*2 WEEK MINIMUM ADVANCE NOTICE NEEDED\*\* FUNDRAISER REQUEST FORM**

<b>TO:</b> 72 FSS TAFB, OK 73145	<b>FROM:</b> NAME OF RESPONSIBLE INDIVIDUAL & PHONE NUMBER	<b>DATE OF REQUEST:</b>
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By submitting this form, I hereby certify that my Private Organization/Unofficial Activity has registered with the 72 FSS/FSR and that our constitution/by-laws are current. I request authorization to hold a fundraising event on TAFB, OK. 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. All representations in this form are true and accurate.

**SIGNATURE:**

ORGANIZATION REPRESENTED (Name and Address):

TIME(s) and DATE(s) OF THIS FUNDRAISER:	DATE(s) OF LAST FUNDRAISER:
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<b>To Complete Form, Please Read Instructions on Reverse</b> -Please Type or Print-	<b>NO. OF EXPECTED PARTICIPANTS</b>	
	ADULTS	CHILDREN UNDER 12

<p><b>DETAILS of your event</b> e.g.: <b>WHO:</b> ABW Top Three Association <b>WHERE:</b> The lobby of the Wing HQ building 10, <b>WHAT:</b> Wishes to hold a cookie sale, <b>WHY:</b> Funds to be used to offset cost of a unit party or is being donated to CFC/AFAF (be complete, and if necessary, attach additional information on a separate page).</p> <p><b>Who:</b></p> <p><b>Where:</b></p> <p><b>What:</b></p> <p><b>Why:</b></p> <p><b>Advertising:</b> All fliers and/or sponsorship solicitation letters must be provided for review. The Joint Ethics Regulation prohibits the use of DoD communication resources (telephones, fax machines, E-mail, the Internet) or any other Government resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER sec. 2-301.a. and b).</p>	<p>Agree/Disagree</p> <table style="width:100%;"> <tr> <td style="width:5%;"><input type="checkbox"/></td> <td style="width:5%;"><input type="checkbox"/></td> <td>1. The requesting organization is primarily composed of AF/DoD members.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>2. All participants will be volunteers, not in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>3. This is either the first or second fundraiser event held in this quarter.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>4. The location of the event is <b>not</b> considered to be the workplace.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>5. This event will <b>not</b> involve solicitation in base housing.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>6. Official endorsement of this event is <b>not</b> desired.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>7. The event is sponsored by either a PO, or a UA with assets less than a \$1,000 average for the prior 3 month period.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>8. This event will <b>not</b> occur during the CFC or AFAF drives.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>9. This event will not involve food preparation, or if it does, the representative has attended the food handler certification course. Date of Completion: _____</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>10. This event will not duplicate or compete with AAFES activities.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>11. Alcohol will <b>not</b> be served at this event.</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	1. The requesting organization is primarily composed of AF/DoD members.	<input type="checkbox"/>	<input type="checkbox"/>	2. All participants will be volunteers, not in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.	<input type="checkbox"/>	<input type="checkbox"/>	3. This is either the first or second fundraiser event held in this quarter.	<input type="checkbox"/>	<input type="checkbox"/>	4. The location of the event is <b>not</b> considered to be the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	5. This event will <b>not</b> involve solicitation in base housing.	<input type="checkbox"/>	<input type="checkbox"/>	6. Official endorsement of this event is <b>not</b> desired.	<input type="checkbox"/>	<input type="checkbox"/>	7. The event is sponsored by either a PO, or a UA with assets less than a \$1,000 average for the prior 3 month period.	<input type="checkbox"/>	<input type="checkbox"/>	8. This event will <b>not</b> occur during the CFC or AFAF drives.	<input type="checkbox"/>	<input type="checkbox"/>	9. This event will not involve food preparation, or if it does, the representative has attended the food handler certification course. Date of Completion: _____	<input type="checkbox"/>	<input type="checkbox"/>	10. This event will not duplicate or compete with AAFES activities.	<input type="checkbox"/>	<input type="checkbox"/>	11. Alcohol will <b>not</b> be served at this event.
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<b>ABW/JA RECOMMENDATION:</b>	<b>Remarks:</b>
<input type="checkbox"/> Approval <input type="checkbox"/> Denial <b>Review Date:</b>	
Qualifies as: <ul style="list-style-type: none"> <li><input type="checkbox"/> A local INTERNAL program AWAY FROM the workplace. (AFI 36-3101, Table 1, Rule 4)</li> <li><input type="checkbox"/> A local INTERNAL program AT the workplace. (AFI 36-3101, Table 1, Rule 3)</li> <li><input type="checkbox"/> Other:</li> </ul>	
<b>JA Signature:</b>	

**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 JOHN P. THURMON, NH -04 DIRECTOR	SIGNATURE
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## INSTRUCTIONS

- Appropriate coordination and approval are required for all fundraising requests. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.
- All fundraising activities must be coordinated through 72 FSS and ABW/JA. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, and AFI 36-3101. All Fundraiser requests must be made 2 weeks in advance of date requested.
- Private Organizations **must not** do anything that implies Federal endorsement of a fundraising event and **may not** actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in this event must do so with the clear understanding that they may only do so only 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).
- Fundraisers are to 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.
- A fundraiser **may not** consist of frequent or 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 (3) per calendar quarter. This fundraiser can be authorized if it complies with this definition.
- Door-to-door solicitation is largely 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.
- **Government email or telephones may not be used in the furtherance of this fundraiser.** (DoD 5500.7-R and AFI 33-119). Advertisement of the event may not appear to be an official Air Force or Tinker AFB endorsement of the event.
- **NO Use of Government Time.** Air Force employees may not engage in fundraising for a PO or UA on government time. (AFI 36-3101, para. 19; Table 1, Rules 3&4 and Notes 1-4 thereto.)
- Governmental resources may not be used to produce or print fliers or fundraiser materials.
- Solicitation of DoD personnel junior in rank, grade or position is not allowed.
- All event fliers must contain the following disclaimer:  
"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."
- If the event will involve food, the representative must contact Public Health at 582-6542 for food handler’s training and approval to conduct food operations.