

REQUEST TO HOLD IN-KIND COLLECTION

TO: 72 FSS TAFB	FROM: NAME OF RESPONSIBLE INDIVIDUAL & PHONE NUMBER	DATE OF REQUEST:
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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 further certify that our constitution/by-laws permits my Private Organization/Unofficial Activity to host in-kind collection events. I request authorization to hold an in-kind collection 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 EVENT: _____ DATE(s) OF LAST EVENT: _____

To Complete Form, Please Read Instructions on Reverse -Please Type or Print-	NO. OF EXPECTED PARTICIPANTS		
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">PARTICIPANTS</td> <td style="width: 50%; padding: 5px;">DONATION POINTS</td> </tr> </table>	PARTICIPANTS	DONATION POINTS
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DETAILS of your event e.g.: **SPONSOR ORGANIZATION:** ABW Top Three Association **COLLECTION LOCATION:** Unobtrusive locations in hallways of Wing HQ Building 10 **DONATION SOUGHT:** Wishes to set out collection bins for new toys **BENEFICIARY & POINT OF CONTACT:** Toys are to be donated to Toys for Tots. The regional director is Susie Smith (555)-555-5555.

SPONSOR ORGANIZATION:

COLLECTION LOCATION (S):

DONATION SOUGHT:

BENEFICIARY & POINT OF CONTACT (be specific):

Advertising: 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). Official systems should not be used to advertise these events unless the beneficiary is an official Federal program.

- Agree/Disagree
- | | | | |
|--------------------------|--------------------------|-----|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | The requesting organization is primarily composed of AF/DoD members or authorized family members. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | All participation in the collection will be on a volunteer basis. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | The location of the collection event is limited to common <u>areas only</u> in the workplace. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | This event will not involve solicitation in base housing. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. | Official endorsement of this event is not desired. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. | The beneficiary of this collection is an official Federal program or other 501 (e)(3). |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. | Our UA or Constitution addresses this kind of event |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. | This event will not occur during the CFC or AFAF drives. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. | This event will not detract from or interfere with the CFC or AFAF drives. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. | We have coordinated the location with the appropriate agency/organization |

ABW/JA RECOMMENDATION: <input type="checkbox"/> Approval <input type="checkbox"/> Denial Review Date:	Remarks:
Qualifies as: <input type="checkbox"/> A local INTERNAL program AWAY FROM the workplace. <small>(AFI 36-3101, Table 1, Rule 4)</small> <input type="checkbox"/> A local INTERNAL program AT the workplace. <small>(AFI 36-3101, Table 1, Rule 3)</small> <input type="checkbox"/> Other:	
JA Signature:	

DECISION OF APPROVAL AUTHORITY: YOUR REQUEST TO CONDUCT AN IN-KIND COLLECTION 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 event requests. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.
- In-Kind Collections are not considered fundraising within the meaning of Joint Ethics Regulation Section 3-210. However, per AFI36-3101 there are regulations that must be followed for this type of event.
- Collection points should be located in **common areas only**. These include hallways, break rooms, etc. Coordinate with your facility manager prior to placing these collection points.
- Financial donations such as cash or gift cards should be discouraged.
- Donations from contractor employees should be discouraged.
- Collections should only be transported by involved personnel, out of uniform, and on off-duty time.
- 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.
- Unless the beneficiary is an official Federal program (e.g. Feds Feed Families, Toys for Tots), **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.
- Governmental resources may not be used to produce or print fliers or event materials.
- Solicitation of donations from contractor employees is not allowed.
- Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the Joint Ethics Regulation (JER).

All event fliers must contain the following disclaimer:

"THIS IS A PRIVATE ORGANIZATION ACTIVITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."