

FUNDRAISER REQUEST FORM

Current as of Jan 2020. Previous Editions Obsolete

NAME OF FUNDRAISER COORDINATOR	DAYTIME PHONE NUMBER	Private Org/Unofficial Activity	Title of Event
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I request authorization to hold a fundraising event. 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 anyway 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 5 WEEKS PRIOR TO THE START OF THE FUNDRAISER.

SIGNATURE OF ELECTED MEMBER:

DATE:

START	END	LOCATION OF EVENT	NUMBER OF VOLUNTEERS	
DATE:	DATE:		ADULTS (12+)	
TIME:	TIME:		CHILDREN UNDER 12	

Please mark "yes" or "no" for the following questions:

YES NO

Is the PO/UA authorized to conduct business on FAIRCHILD AFB?

YES NO

Does this PO have a current Insurance Policy or Insurance Waiver?

YES NO

Will this event take place during the CFC or AFAF drives? (If yes, this fundraiser is subject to 92 ARW/CC approval)

Is this event/fundraiser sponsored by a Private Organization (PO)?

Will this event be advertised with a flyer? (If yes, please attach flyer)

COORDINATION

Instructions:

1. After completing all the blocks shaded in grey, it is the Fundraiser POC's responsibility to ensure that the fundraiser request is routed through the following offices as needed:

A. Building Custodian: You are required to gain permission to hold your fundraiser at any given location. If it is taking place on base, the facility manager will sign, if it will take place off base, an email will need to be attached stating that the private org has permission from the owner of that location (City of Spokane, Walmart, etc.)

B. Housing Office: If your fundraiser is taking place in base housing, a signature or email from Balfour Beatty is required in lieu of a building custodian.

C. Security Forces: Any fundraiser which requires civilians who do not have access to the base to obtain base access, must be coordinated with security forces in order to ensure that civilians can get base access.

D. Public Health: Any fundraisers which include food preparation must be coordinated through Public Health.

E. AAFES: Any fundraiser of sale items which may potentially compete with AAFES must be routed through AAFES and permission must be gained by the private org to sell similar items.

2. Once you have routed this fundraiser request through the above offices (as needed), this request should be routed to 92 FSS/FSR. 92 FSS/FSR will route the form to 92 ARW/JA and the Approving Official, and will notify you when the fundraiser has been approved. They will also contact you if there are any questions or concerns.

Office	A. Bldg Custodian	B. Housing Office	C. Security Forces (If needed)	E. Public Health (If Needed)	F. AAFES (If needed)
Initials/Date					

92 ARW/JA Recommendation: Approve Disapprove

Signature:

Name, Grade:

Review Date:

Remarks:

From: Approving Official **To:** Requester

Your request to conduct a fundraiser and/or use the above facility at the times and dates indicated is:

Approved

Disapproved

Remarks:

Signature:

FUNDRAISER REQUEST FORM (CONTINUED)

NAME OF FUNDRAISER COORDINATOR	DAYTIME PHONE NUMBER	Private Org/Unofficial Activity	Title of Event
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I hereby certify that I have reviewed AFI 34-223 and AFI 36-3101, and I will obey the following rules:

1. **Appearance and Disclaimer:** I understand that actions must be taken in order to prevent the appearance of an official sanction or support by the DOD. This includes not using any official DoD or Air Force letterhead. Furthermore, the following disclaimer must be prominently displayed on all print and electronic media mentioning the private organization's name, confirming that the private organization is not a part of the 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."** (ref. AFI 34-223, paragraphs 10.1-10.1.2.3)

Initials:

2. **Use of Government E-mail:** I understand that AFI 33-119, *Air Force Messaging*, governs the use of government email. Paragraph 3.9.2.1 states, "In accordance with the DOD 5500.7-R, *Joint Ethics Regulation (JER)*, August 30, 1993, Commanders may authorize, on a limited basis, the use of Air Force E-mail to non-Federal employees as logistical support of an event sponsored by a non-Federal entity, **except for fundraising and membership drive events**, when the Commander determines all of the following..." therefore, the use of government e-mail to publicize this fundraiser is prohibited.

Initials:

3. **Advertisement:** I understand that I cannot advertise this fundraiser until the fundraiser request is approved by the 92 ARW/CC or designee.

Initials:

4. **Inspections:** I understand that all fundraising events are subject to no-notice inspection to ensure health, safety, and compliance with the applicable regulations.

Initials:

5. **Alcohol:** I understand that fundraisers will not involve the sale of alcoholic beverages. (ref. AFI 34-223, paragraph 10.14)

Initials:

6. **Raffles:** I understand that fundraising raffles will not be conducted. This is in accordance with AFI 34-223, paragraph 10.20-10.20.7 and Federal, State, and Local Laws, including Washington State Law.

Initials:

7. **Fundraising:** I understand that a Private Organization may conduct up to three fundraisers per calendar quarter.

Initials:

8. **Uniform:** I understand that fundraisers may not be conducted by military members in their official capacity. Therefore, **private organization members will not be on duty, nor in uniform while participating in any fundraising activities** without the 92 ARW/CC or designee's advanced approval. (ref. AFI 34-223, paragraph 10.20.7)

Initials:

SIGNATURE OF COORDINATOR: _____ Date_____