

# IN-KIND COLLECTION OR DONATION COORDINATION FORM

Current as of Mar 2022. Previous Editions Obsolete

<b>NAME OF COORDINATOR</b>		<b>DAYTIME PHONE NUMBER</b>	<b>Private Org/Unofficial Activity</b>	<b>Title of Event</b>				
<p>I request authorization to hold a In-Kind collection or donation 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 In-Kind collection or donation 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.</p> <p><b>THIS FUNDRAISER REQUEST FORM SHOULD BE SUBMITTED AT LEAST <u>5 WEEKS PRIOR</u> TO THE START OF THE FUNDRAISER.</b></p>								
<b>SIGNATURE OF ELECTED MEMBER:</b>			<b>DATE:</b>					
<b>START</b>	<b>END</b>	<b>LOCATION OF EVENT</b>		<b>NUMBER OF VOLUNTEERS</b>				
<b>DATE:</b>	<b>DATE:</b>			<b>ADULTS (12+)</b>				
<b>TIME:</b>	<b>TIME:</b>			<b>CHILDREN UNDER 12</b>				
<p><b>Please mark "yes" or "no" for the following questions:</b></p> <table style="width:100%; border: none;"> <tr> <td style="width:33%; vertical-align: top;"> <p><b>YES NO</b></p> <p>Is the PO/UA authorized to conduct business on FAIRCHILD AFB?</p> <p>Is this event sponsored by a Private Organization (PO)?</p> </td> <td style="width:33%; vertical-align: top;"> <p><b>YES NO</b></p> <p>Does this PO have a current Insurance Policy or Insurance Waiver?</p> <p>Will this event be advertised with a flyer? (If yes, please attach flyer)</p> </td> <td style="width:33%; vertical-align: top;"> <p><b>YES NO</b></p> <p>Will this event take place during the CFC or AFAF drives?</p> </td> </tr> </table>						<p><b>YES NO</b></p> <p>Is the PO/UA authorized to conduct business on FAIRCHILD AFB?</p> <p>Is this event sponsored by a Private Organization (PO)?</p>	<p><b>YES NO</b></p> <p>Does this PO have a current Insurance Policy or Insurance Waiver?</p> <p>Will this event be advertised with a flyer? (If yes, please attach flyer)</p>	<p><b>YES NO</b></p> <p>Will this event take place during the CFC or AFAF drives?</p>
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<b>COORDINATION</b>								
<p><b>Instructions:</b></p> <p>1. After completing all the blocks shaded in grey, it is the Event's POC's responsibility to ensure that the In-Kind collection/donation request is routed through the following offices as needed:</p> <p><b>A. Building Custodian:</b> You are required to gain permission to hold your In-Kind collection/donation 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.)</p> <p><b>B. Housing Office:</b> If your In-Kind collection/donation is taking place in base housing, a signature or email from Balfour Beatty is required in lieu of a building custodian.</p> <p><b>C. Security Forces:</b> Any In-Kind collection/donation 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.</p> <p><b>D. Public Health:</b> Any In-Kind collection/donation which include food preparation must be coordinated through Public Health.</p> <p><b>E. AAFES:</b> Any In-Kind collection/donation items which may potentially compete with AAFES must be routed through AAFES and permission must be gained by the private organization.</p> <p>2. Once you have routed this In-Kind collection/donation coordination form through the above offices (as needed), this form 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 In-Kind collection/donation has been approved. They will also contact you if there are any questions or concerns.</p>								
<b>Office</b>	<b>A. Bldg Custodian</b>	<b>B. Housing Office</b>	<b>C. Security Forces (If needed)</b>	<b>E. Public Health (If Needed)</b>	<b>F. AAFES (If needed)</b>			
<b>Initials/Date</b>								
<b>92 ARW/JA Recommendation:</b> Approve Disapprove			<b>Remarks:</b>					
Signature:								
Name, Grade:								
Review Date:								
<b>From:</b> Approving Official <b>To:</b> Requester								
Your request to conduct a In-Kind collection/donation and/or use the above facility at the times and dates indicated is:								
Approved Disapproved								
<b>Remarks:</b>								
				<b>Signature:</b>				

(CONTINUED ON PAGE 2)

NAME OF COORDINATOR	DAYTIME PHONE NUMBER	Private Org/Unofficial Activity	Title of Event
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## EVENT DESCRIPTION:

- Give a detailed description of the event:
- Will any government facilities be used? If yes explain.
- How will the items be collected? Please explain.
- What type of items are requested?
- How will the event be advertised?
- How will this In-Kind collection/donation support DoD or Fairchild AFB members/families? -
- Will any safety measures will be in place?

## IN-KIND COLLECTION OR DONATION COORDINATION FORM (CONTINUED)

NAME OF 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 In-Kind collection/donations is prohibited.

Initials:

3. **Advertisement:** I understand that I cannot advertise for this In-Kind collection/donation until the In-Kind collection/donation request is approved by the 92 ARW/CC or designee.

Initials:

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

Initials:

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

Initials:

6. **Raffles:** I understand that 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:

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

Initials:

7. **Uniform:** I understand that In-Kind collections/donations 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 \_\_\_\_\_