

FAIRCHILD AIR FORCE BASE OFF-BASE SOLICITATION REQUEST FORM

Name of Private Organization:

POC for Organization:

Email Address for POC:

Phone:

1. The organization is composed of (Check all that apply):

☐ Military Members ☐ DoD Civilians

☐ Dependents of Military/DoD ☐ Retirees and/or their dependents

☐ Non-DoD related civilians ☐ Other (explain) _____

2. Type/Date/Time/Place of Event:

3. List all the off-base merchants to be contacted:

a.

b.

4. Items to be requested:

a.

b.

5. Draft solicitation letter attached: ☐ Yes ☐ No

6. Date/date range of solicitation:

7. Explain the purpose of the solicitation:

8. How will solicited donations be used to support DoD or Fairchild AFB members/families?

9. How will solicited donations be used to support civilians who are non-DoD members/dependents?

10. IAW AFI 34-223, para 10.15.1.3, we understand that our PO/unofficial organization cannot solicit for gifts or donations on Fairchild AFB. We further understand that we must clearly indicate that the off-base solicitations are for our PO/unofficial organization and not for the base or any official part of the Air Force. Donor/gift recognition may not be made publicly and can only be made to members of our PO/unofficial organization or those present at an event benefiting from the donation/gift. IAW AFI 34-223, para 10.15.1.3.1, our PO/unofficial organization is prohibited from actions which make it appear that the installation is endorsing or giving special treatment to the donor(s) involved.

Signature Block of PO Officer without rank