

## FUNDRAISER REQUEST FORM

<b>TO: 35 FSS/FSR</b> Misawa Air Base, Japan	<b>FROM: NAME OF RESPONSIBLE INDIVIDUAL/ PHONE NUMBER/ EMAIL</b>	<b>DATE OF REQUEST</b>
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NOTICE: I request authorization to hold below fundraising event. 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.

<b>Number of Expected Participants to Operate this Fundraiser</b>	<b>Number of Fundraisers this Quarter (excluding this)</b>
ADULTS: _____	
CHILDREN UNDER AGE 12: _____	

<p><b>DETAILS of your event:</b> <i>e.g., WHO: Marlins Magic, WHAT: wishes to hold a Bake sale for Donations only, WHERE: in front of the BX, WHY: funds to be used to offset cost of a unit party. (If necessary, attach more information on a separate page.)</i></p> <p><b>WHO</b> (Orgs Name): _____</p> <p><b>WHEN</b> (TIME(s) and DATE(s)): _____</p> <p><b>WHAT</b> (Item(s) with Price(s)): _____</p> <p><b>WHERE</b> (Location of Fundraiser): _____</p> <p><b>WHY</b>(What the Profits will be going to) : _____</p> <p>Advertising: The Joint Ethics Regulation prohibits the use of DoD communication resources (telephones, fax machines, e-mail, and 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>_____ SIGNATURE (I understand and agree to the instructions on the reverse side)</p> <p>Notes: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 70%;">Check Yes or No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>1. The requesting organization is primarily made up of AF/ DoD members.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>2. All participants will be volunteers, <b>not</b> 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></td> <td>3. The location of this event is considered away from the workplace. (See instructions 14)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>4. This fundraiser involves conducting games of chance, lotteries, raffles, or other gambling-type activities. (If yes, see instructions 15)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>5. This fundraiser involves handling or preparation food/beverages. (If yes, see instruction 3)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>6. For private organizations, are your constitution/bylaws current and on file? (If no, see 35 FSS/FSRPO).</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>7. For private organizations, are your insurance coverage or waiver current and on file? (If no, see 35 FSS/FSRPO).</td> </tr> </tbody> </table>		Yes	No	Check Yes or No	<input type="checkbox"/>	<input type="checkbox"/>		1. The requesting organization is primarily made up of AF/ DoD members.	<input type="checkbox"/>	<input type="checkbox"/>		2. All participants will be volunteers, <b>not</b> 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. The location of this event is considered away from the workplace. (See instructions 14)	<input type="checkbox"/>	<input type="checkbox"/>		4. This fundraiser involves conducting games of chance, lotteries, raffles, or other gambling-type activities. (If yes, see instructions 15)	<input type="checkbox"/>	<input type="checkbox"/>		5. This fundraiser involves handling or preparation food/beverages. (If yes, see instruction 3)	<input type="checkbox"/>	<input type="checkbox"/>		6. For private organizations, are your constitution/bylaws current and on file? (If no, see 35 FSS/FSRPO).	<input type="checkbox"/>	<input type="checkbox"/>		7. For private organizations, are your insurance coverage or waiver current and on file? (If no, see 35 FSS/FSRPO).
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COORDINATION (Digitally Sign OR Print Name, Signature and Date)

Facility (Location of Fundraiser)	AAFES (General Manager or Assistant, located in the BX, see instruction 13)	Public Health (If applicable, see instruction 3)

**35 FSS/FSRPO will route the request to 35 FSS/FSR, 35 FW/JA and 35 FSS/CC or 35 MSG/CC from here on your behalf**  
Once submitted to 35 FSS/FSRPO, the approval process can take up to 3 weeks. Please plan accordingly, as the below offices will review your request

35 FSS/FSRPO (Private Org Monitor, Bldg. 653 Room 220)	35 FSS/FSR	35 FW/JA

**DECISION OF APPROVAL AUTHORITY:** Your request to conduct a FUNDRAISER at the time(s) and date(s) indicated is:

APPROVED     
  DENIED     
  NOT APPLICABLE

**REMARKS/ LIMITATIONS:**

<b>NAME, GRADE AND DUTY TITLE</b>	<b>SIGNATURE</b>

## INSTRUCTIONS

*Initial after reading each item below.*

- \_\_\_\_\_ 1. Appropriate coordination and approval are required on all fundraising requests. Please ensure the proper agencies have reviewed your request and this form is kept on hand during the entire fundraiser.
- \_\_\_\_\_ 2. All fundraising activities must be coordinated through 35 FW/CC or delegate. Fundraising is governed by DoD 5500.7-R, AFI 34-223, and AFI 36-3101, **which should be reviewed in addition to these instructions.**
- \_\_\_\_\_ 3. Any fundraiser involving the sale or preparation of food/beverages must comply with AFI 48-116, *Food Safety Program*, and be coordinated with the MAB Public Health Office (located at the base hospital basement floor). Hand sanitizer must be available on site during the event.
- \_\_\_\_\_ 4. POs **must not** do anything that implies Federal endorsement of a fundraising event. All DoD members who participate in this event must understand that they may only do so 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).
- \_\_\_\_\_ 5. **Fundraiser requests (except Open House/Bazaars) must not be submitted more than 3 months** without proper guidance from PO Monitor.
- \_\_\_\_\_ 6. Small unofficial activities (like coffee funds, flower funds, sunshine funds, and other small operations) are generally not considered POs. However, if their current assets exceed a monthly average of \$1,000 over a 3-month period, the organization must become a PO, discontinue on-base operations, or reduce its current assets below the \$1,000 threshold.
- \_\_\_\_\_ 7. Organizations are limited to a **maximum of three (3) fundraisers per calendar quarter.**
- \_\_\_\_\_ 8. **Advertising may not occur until the fundraiser is approved by the reviewing commander. A copy of the advertisement must be included in the fundraiser packet for approval prior to dissemination.** Advertisement shall not contain any official names belonging to the AF (such as unit names, office symbols, and ranks). The facility manager is required to approve any advertisement prior to posting a flyer in a building on base.
- \_\_\_\_\_ 9. POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not 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."
- \_\_\_\_\_ 10. **Government email may not be used in furtherance of this fundraiser** (DoD 5500.7-R and AFI 34-223). Advertisement of the event may not appear to be an official AF or MAB endorsement of the event. POs and Unofficial activities shall **not** send base-wide emails to advertise the event.
- \_\_\_\_\_ 11. POs and unofficial activities may not solicit funds for their org on base. Solicitation of DoD personnel junior in rank, grade or position is not allowed. Door-to-door solicitation is 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. Written solicitation for donations or gifts are not considered fundraisers. They must comply with instruction 4 and must not be on official letterhead or use unit names, office symbols, or ranks.
- \_\_\_\_\_ 12. POs and unofficial activities must comply with all applicable federal, state, local, and foreign laws governing like civilian activities. Some POs may qualify for tax-exempt status. It is the responsibility of the PO or unofficial activity to obtain proper tax-exempt information and forms through the regional Internal Revenue Service office and the state taxing authority.
- \_\_\_\_\_ 13. A fundraiser **may not** consist of frequent/continuous resale activities, prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging the use of any commercial business, or compete with AAFES, FSS or NAFI activities. The AFI does not dictate how long a fundraiser can be. The reviewing commander may deny fundraising requests he or she deems to be too long.
- \_\_\_\_\_ 14. Fundraisers that will be conducted in a workplace may benefit only Air Force members. The 35 FW/CC determines which areas of MAB 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.
- \_\_\_\_\_ 15. Private organizations **may not** conduct games of chance, lotteries, raffles, or other gambling-type activities other than those permitted by AFI 34-223 and these type of requests **must** be coordinated through 35 FW/JA. Unofficial activities **may not** conduct games of chance, lotteries, raffles, or other gambling-type activities.
- \_\_\_\_\_ 16. Private organizations and unofficial activities/organizations may not sell or serve alcoholic beverages.
- \_\_\_\_\_ 17. FSS may not co-sponsor events with POs or unofficial activities for the purpose of obtaining commercial sponsorship, contributions, donations, gifts, advertising or generating revenue for them.