

FUNDRAISER REQUEST FORM

**TO: 55 FSS
OFFUTT AFB, NE 68113**

FROM: NAME OF RESPONSIBLE INDIVIDUAL/ PHONE NUMBER

DATE OF REQUEST

NOTICE: I request authorization to hold a fundraising event on Offutt AFB, NE. 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 on 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.

ORGANIZATION REPRESENTED (Name and Address)

TIME(s) and DATE(s) OF THIS FUNDRAISER

SIGNATURE

DATE(s) OF LAST FUNDRAISER

To Complete Form, Please Read Instructions on Reverse

NO. OF EXPECTED PARTICIPANTS

ADULTS

CHILDREN UNDER 12

DETAILS of your event: e.g., WHO: Air Force Sergeants Association, WHAT: wishes to hold a cookie sale, WHERE: in front of the BX, WHY: funds to be used to offset cost of a unit party. (Be complete and if necessary, attach more information on a separate page.)

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, not 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. This event will not involve food preparation. (If yes, see reverse)
<input type="checkbox"/>	<input type="checkbox"/>	4. The location of this event is not considered the workplace.
<input type="checkbox"/>	<input type="checkbox"/>	5. This event will not involve solicitation in base housing.
<input type="checkbox"/>	<input type="checkbox"/>	6. Official endorsement of this event is not desired.

WHO:

WHAT:

WHEN:

WHERE:

WHY:

Advertising: The Joint Ethics Regulation prohibits the use of DoD communication resources (telephones, fax machines, e-mail, 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)).

COORDINATION (see reverse)

OFFICE	A:	B:	C:	D:	E:	F:		
Initials/ Date								

55 WG/JA RECOMMENDATION:

APPROVAL DENIAL

Qualifies as: _____ A local INTERNAL program AWAY FROM the workplace (AFI 36-3101, Table 1, Rule 4) _____ A local INTERNAL program AT the workplace (AFI 36-3101, Table 1, Rule 3)
 _____ OTHER (_____)

REMARKS:

Signature: _____

Review Date: _____

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

APPROVED DENIED

REMARKS/ LIMITATIONS

NAME, GRADE AND DUTY TITLE

SIGNATURE

INSTRUCTIONS

1. Appropriate coordination and approval are required on all fundraising requests. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.
2. All fundraising activities must be coordinated through 55 FSS and 55 WG/JA. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, and AFI 36-3101.
3. Private Organizations **must not** do anything that implies Federal endorsement of a fundraising event and members **may not** actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in this event must do so with the clear understanding 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).
4. Fundraisers are to be conducted **away from** the workplace. The installation commander determines which areas of the installation are and 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.
5. A fundraiser **may not** consist of frequent/ continuous resale activities or compete with AAFES, Services, or NAFI activities. However, occasional sales are permitted. Occasional has been defined as not more than two (2) per calendar quarter. This fundraiser can be authorized if it complies with this definition.
6. 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. As such, access to military housing for door-to-door solicitation is and will be highly restricted.
7. **Government email may not be used in 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 Offutt AFB endorsement of the event.
8. Finally, solicitation of DoD personnel junior in rank, grade or position is not allowed.

COORDINATION

Once submitted to 55 FSS, the approval process can take up to fifteen (15) days. Please plan accordingly.

1. If the event **does not** involve the handling or preparation of food, coordinate through:
 - A. Base facility proposed for use
 - B. 55 FSS/FSR
 - C. Legal Office (55 WG/JA)
 - D. 55 FSS/CC
2. If the event **does involve** food preparation i.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through:
 - A. Base facility proposed for use
 - B. Public Health (55 MDG)
 - C. 55 FSS/FSR
 - D. Legal Office (55 WG/JA)
 - E. 55 FSS/CC