

## FUNDRAISER/DONATION REQUEST FORM

<b>TO:</b>	<b>FROM: NAME OF PRIMARY POC/PHONE NUMBER</b>	<b>DATE OF REQUEST (3-4 weeks advance notice)</b>
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**NOTICE:** I request authorization to hold a fundraising event on EDWARDS AFB, CA. 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>NAME OF PRIVATE ORGANIZATION (PO) OR UNOFFICIAL ACTIVITY</b>	<b>ALTERNATE POC (NAME &amp; PHONE NUMBER)</b>
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<b>SIGNATURE</b>	<b>TIME and DATE OF FUNDRAISER</b>
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<b>All blocks must be filled out, follow instructions on 2nd page</b>	<b>DATE(s) OF LAST FUNDRAISER</b>
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<p><b>DETAILS of EVENT/ACTIVITY:</b> Be Specific</p> <p><b>Who:</b></p> <p><b>What:</b></p> <p><b>Where (exact location of event):</b></p> <p><b>When:</b></p> <p><b>Why (How are the funds/donations going to be used?) i.e., to benefit PO/unofficial activity, support official AF function, support outside organization. Please be specific:</b></p> <p><b>INITIAL _____ ***ADVERTISING PROHIBITIONS:</b> The Joint Ethics Regulation prohibits the use of DoD communication resources (<b>telephones, fax machines, E-mail, the Internet</b>) or any other gov't 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>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:  <b>"THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS."</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> <th style="text-align: center;">Check Appropriate Box</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>1. Are you a registered PO with 412 FSS/FSR? If no, see #2</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>2. If event is sponsored by an unofficial activity, will you raise more than \$1K/per month over 3 months? If so, must consult 412 FSS/FSR</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>3. All participants will be volunteers, <b>not</b> in uniform, &amp; if event is conducted during duty hours will be on leave/pass.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>4. Does this event involve food? (<u>Must</u> coord w/Public Health)</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>5. Is event location considered the workplace?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>6. Does event involve solicitation in base housing?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>7. Are you seeking official endorsement of this event?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>8. Does event occur during the CFC/AFAF drives?</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>9. Is NAF or APF equipment being used for this event?</td> </tr> </tbody> </table> <p><small>*All fundraiser requests during CFC/AFAF have to be approved by 412 TW/CC. The routing process during CFC/AFAF can take up to three weeks. The requests must be directed exclusively to the members of the PO. Only registered POs can hold a fundraiser during CFC/AFAF.</small></p>	Yes	No	Check Appropriate Box	<input type="checkbox"/>	<input type="checkbox"/>	1. Are you a registered PO with 412 FSS/FSR? If no, see #2	<input type="checkbox"/>	<input type="checkbox"/>	2. If event is sponsored by an unofficial activity, will you raise more than \$1K/per month over 3 months? If so, must consult 412 FSS/FSR	<input type="checkbox"/>	<input type="checkbox"/>	3. All participants will be volunteers, <b>not</b> in uniform, & if event is conducted during duty hours will be on leave/pass.	<input type="checkbox"/>	<input type="checkbox"/>	4. Does this event involve food? ( <u>Must</u> coord w/Public Health)	<input type="checkbox"/>	<input type="checkbox"/>	5. Is event location considered the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	6. Does event involve solicitation in base housing?	<input type="checkbox"/>	<input type="checkbox"/>	7. Are you seeking official endorsement of this event?	<input type="checkbox"/>	<input type="checkbox"/>	8. Does event occur during the CFC/AFAF drives?	<input type="checkbox"/>	<input type="checkbox"/>	9. Is NAF or APF equipment being used for this event?
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_____ Facility Manager Signature	_____ Date	_____ Base Fire Department Signature (Required If open fires are present)	_____ Date
_____ Public Health Signature (Required if food is involved)	_____ Date	_____ JA Coordination Required for ALL Fundraisers prior to submission to 412 FSS/FSR	_____ Date

<b>DECISION OF APPROVAL AUTHORITY:</b> YOUR REQUEST TO CONDUCT A FUNDRAISER AT THE TIME AND DATE INDICATED IS:	<input type="checkbox"/> <b>APPROVED</b> <input type="checkbox"/> <b>DENIED</b>
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<b>NAME, GRADE AND DUTY TITLE</b>	<b>SIGNATURE</b>
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## INSTRUCTIONS

1. All fundraising requests must be approved in **advance** by 412 TW/CC or 412 MSG/CC. Private Organization (PO) or Unofficial Activity (UA) may not advertise until granted approval. Submit your request for approval at least 3-4 weeks prior to the fundraising event. Failure to complete Fundraiser Request Form will delay approval process.

If event **does not** involve the handling or preparation of food, coordinate through:

- A. Base facility proposed for use
  - Bowling Center (661-275-2695)
  - Golf Course (661-275-7888)
  - Outdoor Recreation (661-277-5727)
  - Fitness Center (661-275-4961)
  - Community Center (661-275-2687)
  - Arts & Crafts (661-275-5981)
  - Club Muroc (661-277-2830)
  - Fire Department (661-277-3643/3124)
  - Commissary Manager
  - Base Exchange
  - Bldg. Manager
  - Etc.
- B. Legal Office (412 TW/JA)–Required for all fundraising requests prior to submission to 412 FSS/FSR
- C. 412 FSS/FSR- routes to 412 TW/CC or 412 MSG/CC for approval

If event **does** involve the handling or preparation of food (hot or cold) i.e., chili sale, or open fires/BBQs coordinate through:

- A. Base Facility Use Approval
    - Bowling Center (661-275-2695)
    - Golf Course (661-275-7888)
    - Outdoor Recreation (661-277-5727)
    - Fitness Center (661-275-4961)
    - Community Center (661-275-2687)
    - Arts & Crafts (661-275-5981)
    - Club Muroc (661-277-2830)
    - Fire Department (661-277-3643/3124)
    - Commissary Manager
    - Base Exchange
    - Bldg. Manager
    - Etc.
  - B. Public Health (412 AMDS/SGPM)- **mandatory** briefing (661-277-2244) Bldg. 3925
    - **FOOD SALES** that include homemade bake goods made in a kitchen in a private home requires that the consumer be informed by a clearly visible placard at the fundriaser location with the following statement “**FOOD IS PREPARED IN A KITCHEN THAT IS NOT SUBJECT TO REGULATION AND INSPECTION BY THE REGULATORY AUTHORITY**” (You may pick up a sign at Public Health)
- \*\*\*Ensure placard from Public Health is placed on table during **bake sales** or other food Sales

C. **OPEN FIRES/BBQ** events (Base Fire Department, 412 TW/CEF, Bldg. 2860 (661-277- 3643/3124) if not already BBQ ready.

The Fund Raiser Request has been reviewed and the requestor has been advised of the regulations associated with an open burn barbeque while on Air Force installation.

D. **Legal Office**, Bldg. 1, 412 TW/JA, (661-277-4310)- Required prior to submission to 412 FSS/FSR

E. 412 FSS/FSR—routes to 412 TW/CC or 412 MSG/CC for approval

3. PO or unofficial activity **cannot** purchase items at the commissary and must purchase goods off-base. However, an authorized member can purchase items from the commissary. For example, a member can purchase items at the commissary in his/her individual capacity and contribute his/her “fair share” to the bake sale or other event.

4. No fundraisers are authorized that target or provide preference to a specific name-brand or company (i.e. Krispy Kreme donut sale). Can use Donut Sale as event title.

5. Unless the 412 TW/CC approves a PO or UA event, no fundraising will be conducted during the Combined Federal Campaign or the Air Force Assistance Fund Campaign

6. **Official Capacity**: No sales or activities are authorized in your official capacity as a member of the Air Force or Federal Government. [JER 3-300]. You must engage in fundraising in your personal capacity, be on leave or special pass and out of military uniform. Fundraisers are to be conducted **away from** the workplace. The 412 TW/CC determines which areas of the installation are/are not workplaces. Examples of what are considered “workplaces” are offices, hangars, flight line and what are not considered “workplaces” base quarters, entrances, lobbies or concourses of buildings, schools, chapels and break rooms.

7. **Continuous v. occasional sales**: POs and unofficial activities may not engage in frequent or continuous resale activities or operate amusement or slot machines. [AFI 34-223, para. 10.9] In fact, you are limited to up to 2 fundraising events per calendar quarter.

8. **Sales that compete with others**: You must not engage in activities that duplicate or compete with AAFES, 412th Force Support Squadron MWR activities (i.e. Club Muroc, Outdoor Rec, Muroc Golf, or ITT)

9. **Soliciting funds**: You may not solicit funds (i.e. request donations) for your organization/activity on base. 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. Solicitation of DoD personnel junior in rank, grade or position is not allowed.

10. **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 Edwards AFB endorsement of the event. **Once fundraiser is approved, can advertise through: Staff Bulletin board, flyers and word of mouth.**

11. Any questions regarding fundraising, please send an e-mail to the private organization email box at [412FSS.FSR.Private.Orgs@us.af.mil](mailto:412FSS.FSR.Private.Orgs@us.af.mil) or consult the Private Orgs Monitor at 277-5644 or 277-7862

12. You will find all Private Org/fundraising information at [edwardsfss.com/wordpress/getinvolved/private-organizations](http://edwardsfss.com/wordpress/getinvolved/private-organizations)