

FUNDRAISER REQUEST FORM

PRIVACY ACT STATEMENT: The information herein is FOR OFFICIAL USE ONLY (FOUO) information which must be protected under the Freedom of Information Act (5 U.S.C 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties.

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.

NAME OF PRIVATE ORG/UNOFFICIAL ACTIVITY: _____

CONTACT INFORMATION MUST HAVE NO RANKS, GOV EMAILS OR GOV PHONE NUMEBRS. AT LEAST ONE POC MUST BE LISTED ON "LIST OF OFFICERS" DOCUMENT SUBMITTED TO 412 FSS PRIVATE ORG WORKFLOW. ALL SIGNATURE MUST BE ELECTRONIC

POC NAME:		ALT POC NAME:	
PHONE:		PHONE:	
EMAIL:		EMAIL:	
REQUESTER SIGNATURE:		DATE SUBMITTED:	REQUESTS MUST BE SUBMITTED A MINIMUM OF 3 WEEKS BEFORE EVENT
NAME OF EVENT:		LOCATION OF EVENT:	
DATE OF EVENT/S:		HOURS OF EVENT:	

EVENT DETAILS/ITEMS BEING SOLD:	
PURPOSE (HOW WILL FUNDS BE USED):	

ACKNOWLEDGE YOU UNDERSTAND THE FOLLOWING:

	INITIALS
We have read and understand all instructions and requirements contained within AFI 34-223 Private Organizations (PO Program). We understand that our members are jointly and severally liable for the obligations of the PO and all members have been briefed their personal assets are at risk in the event the organization is sued.	
We will not use government email, equipment, systems, or logistical support to advertise for, arrange, support, or facilitate this event. (JER sec, 2-301.a. and b.) We understand that the fundraiser request must be approved in advance. An event may not be advertised until it is approved.	
We may not sell or serve alcoholic beverages. AFI 34-332 para, 10.14. The event will not duplicate or compete with activities of the Exchange or FSS. AFI 34-223, para 10.8.	
PO members must act exclusively outside the scope of their official capacity. As such, members will not participate while in uniform, will be off duty or on an approved break, and will not use rank or position to influence others.	
We will prominently display the following disclaimer on all media advertising our event: "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." We have attached a copy of all media we plan to use in advertising for this fundraiser.	
POs will not solicit gifts or donations on base. Off-base solicitations must contain the disclaimer described above. Donor/gift recognition may not be made publicly, only to members of the PO or those present at an event benefiting from the donation/gift.	
We may not conduct more than three fundraiser per calendar quarter. Combined fundraisers with another Private Organizations will count as a fundraiser for each Organization and each must submit a request form for combined events.	

SIGNATURES REQUIRED PRIOR TO SUBMISSION TO 412 FSS/FSR.

LOCATION - FACILITY MANAGER		REGISTERED PO	UNOFFICIAL ACTIVITY	COMPLIANT
FOOD - PUBLIC HEALTH		REQUESTED QUARTER	# OF FUNDRAISERS HELD BY PO IN REQUESTED QUARTER	
OPEN FLAME - FIRE DEPARTMENT		PO POC INITIALS	DATE REQUEST ROUTED	

LEGAL REVIEW RECOMMENDATION

	APPROVAL	NAME, RANK, DUTY TITLE		SIGNATURE	
	DISAPPROVAL				

JA REMARKS

APPROVAL AUTHORITY DECISION

	APPROVED	NAME, RANK, DUTY TITLE		SIGNATURE	
	DENIED				

REMARKS

ADDITIONAL COORDINATION REQUIREMENTS

Coordinate through:

Selling or serving food (hot/cold):

Public Health (412 AMDS/SGPM) - mandatory briefing (661-277-2244 or 661-277-2270) 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 fundraiser 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

Open Fires/BBQs:

Base Fire Department (661-277-3124) Bldg. 2860

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

Location:

When conducting any fundraiser, the agency controlling the location must approve. For example, a fundraiser at the BX requires Exchange Manager approval, a fundraiser at the Golf Course requires Golf Course Manager approval, and a fundraiser at the gym requires Fitness Center Manager approval.

Base facility proposed for use:

- Bowling Center (661-275-2695)
- Outdoor Recreation (661-275-2267)
- Community Center (661-275-2687)
- Club Muroc (661-277-2830)
- Base Exchange
- Etc.
- Golf Course (661-275-7888)
- Fitness Center (661-275-4961)
- Arts & Crafts (661-277-5981)
- Commissary Manager
- Bldg. Manager

FUNDRAISING QUARTERS

Quarter 1: Jan-Mar

Quarter 2: Apr-Jun

Quarter 3: Jul-Sep

Quarter 4: Oct-Dec

ADDITIONAL REGULATIONS

1. All fundraising requests must be approved in **advance** by 412 MSG/CC or 412 FSS/CL. Private Organization (PO) or Unofficial Activity (UA) may not advertise until fundraiser request is approved. Submit your request for approval at least **3 weeks** prior to the fundraising event.
2. Unofficial Activities (UA) are not considered POs, unless assets exceed a monthly average of \$1,000 over a 3-month period. Fundraising efforts are considered “for us, by us” fundraising within the meaning of JER Section 3-210. Unit commanders may approve unit unofficial activity fundraisers on the installation within the unit, and only for the unit’s personnel. Fundraising outside the unit requires Installation Commander or designee approval.
3. PO or UA 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. 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.
6. Unless the installation commander approves a PO/UA event, no fundraising will be conducted during the CFC/AFAFC.
7. You will find PO/fundraising information at <https://edwardsfss.com/private-organizations>. Any questions regarding fundraising, please send an e-mail to the private org email box at 412FSS.FSR.Private.Orgs@us.af.mil or consult the PO Coordinator at 277-5644 or 277-7862.