

# FUNDRAISER REQUEST FORM

<b>TO: 509 FSS/FSR Whiteman AFB, MO</b>	<b>FROM: NAME OF RESPONSIBLE INDIVIDUAL/ PHONE NUMBER</b>	<b>DATE OF REQUEST</b>
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NOTICE: I request authorization to hold a fundraising event at \_\_\_\_\_. 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 organization or the individual members of the requesting organization, rather than the Air Force, would be liable.

ORGANIZATION REPRESENTED (Name and Address)	FUNDRAISER DATE(S): FUNDRAISER TIME(S): <b>(MUST be 5-6 weeks from date of request)</b>
<b>To Complete Form, Please Read Instructions on Reverse and Initial Next to Each Number</b>	Number of Fundraisers this Quarter (excluding this fundraiser)

**DETAILS of your event:** e.g., *WHO: Marlins Magic, 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, more information can be provided on page 2. Additional information may be requested from PO; a delay in providing this information could result in more processing time and/or event denial.)*

**WHO:**

**WHERE:**

**WHAT (be very specific – include as much detail as possible; additional space is provided on page 3):**

**WHY (be very specific – include as much detail as possible; additional space is provided on page 3):**

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)).

\_\_\_\_\_  
SIGNATURE (I understand and agree to the instructions on the reverse)

NO. OF EXPECTED PARTICIPANTS	
ADULTS	CHILDREN UNDER 12
Yes	No
Check Yes or No	
<p>1. The requesting organization is primarily made up of AF/ DoD members.</p> <p>2. All participants will be volunteers, <b>NOT</b> in uniform, and, if the fundraiser is conducted during duty hours will be on leave.</p> <p>3. This event involves food preparation. (If yes, see reverse)</p> <p>4. The location of this event is a federal workplace.</p> <p>5. This event involves solicitation.</p>	

COORDINATION (see reverse)							
OFFICE	Facility	Safety	509 MDOS	EEO	509 FSS/FSR	509 BW/JA	509 MSG/CC
Initials/ Date						See below	See below

**509 BW/JA RECOMMENDATION**

APPROVAL
  DENIAL (See Remarks)

Disapproval recommended on the basis that the event takes place during the CFC or AFAF and approval should be limited during this time frame as per DAFI 36-3101, paragraphs 3.3.9 and 5.1.

Approval recommended as an exception to the general prohibition on ad hoc fundraising during the CFC or AFAF, during which approval should be limited as per DAFI 36-3101, paragraphs 3.3.9 and 5.1.

**REMARKS:**

Printed Name/Signature: \_\_\_\_\_ Review Date: \_\_\_\_\_

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

APPROVED
  DENIED
 NOT APPLICABLE

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

APPROVED
  DENIED
 NOT APPLICABLE

**REMARKS/ LIMITATIONS:**

NAME, GRADE AND DUTY TITLE  <b>ILLYA K. THOMAS, Colonel, USAF</b> Commander, 509th Mission Support Group	SIGNATURE
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## 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 509 BW/JA and approved in advance by 509 MSG/CC or higher authority. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, and DAFI 36-3101, **which should be reviewed in addition to these instructions.**
- \_\_\_\_\_ 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 DAFI 36-3101 and the Joint Ethics Regulation (JER).
- \_\_\_\_\_ 4. Private organizations are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging the use of any commercial business concerns.
- \_\_\_\_\_ 5. Private organizations may not conduct games of chance, lotteries, raffles, or other gambling-type activities. Very narrow exceptions this rule apply to federally recognized tax-exempt charitable organizations; consult 509 BW/JA if you believe your organization qualifies..
- \_\_\_\_\_ 6. Unofficial activities/organizations **may not** conduct games of chance, lotteries, raffles, or other gambling-type activities **under any circumstances.** Refer to AFI 34-223, paragraph 2.2, for the definition of unofficial activity.
- \_\_\_\_\_ 7. 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, offices, hangars, flight line, conference rooms). The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.
- \_\_\_\_\_ 8. 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 may be authorized if it complies with this definition.
- \_\_\_\_\_ 9. Organizations are limited to a maximum of three (3) fundraisers per quarter.
- \_\_\_\_\_ 10. 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.
- \_\_\_\_\_ 11. **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 Whiteman Air Force Base endorsement of the event.
- \_\_\_\_\_ 12. **Advertising may not occur until the fundraiser is approved by 509 BW/CC or delegate.** 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 Air Force (such as unit names, office symbols, and rank). Additionally, POs and UAs shall not send base-wide emails to advertise the event. The facility manager is required to approve any advertisement prior to posting a flyer in a building on base.
- \_\_\_\_\_ 13. Solicitation of donations or gifts on Whiteman Air Force Base is prohibited. However, with prior approval, organizations may solicit local businesses for donations or gifts. Organizations operating on the installation are prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging use of any commercial business.
- \_\_\_\_\_ 14. Private organizations and unofficial activities cannot sell alcohol under any circumstances. For further limitations on the serving of alcohol, refer to Whiteman AFB Instruction WAFI 34-219.
- \_\_\_\_\_ 15. Any fundraiser involving the sale or preparation of food must comply with DAFI 48-116, *Food Safety Program*, and be coordinated with the Whiteman Public Health Office. Public Health can be reached at 687-2188.
- \_\_\_\_\_ 16. This form must be kept on hand during the entire fundraiser.

## COORDINATION

Once submitted to 509 FSS/FSR, the approval process can take 5 to 6 weeks. Please plan accordingly, as the below offices will be reviewing your package:

- A. Base facility proposed for use
- B. Public Health (509 MDG) – only if the event involves handling or preparation of food
- C. 509 FSS/FSR
- D. Legal Office (509 BW/JA)
- E. 509 MSG/CC

**Additional Information**

**WHAT CONTINUED:**

**WHY CONTINUED:**