

75 FSS FUNDRAISER REQUEST -Private Orgs (PO) and Unofficial Activities (UA)		TODAYS DATE:
TO: 75 FSS/FSR Hill AFB, Utah		DATE OF EVENT:
PO/UA Org Name:		SUSPENSE DATE:
PO/UA POC Name:	Phone#:	Request# ____ for ____ Qtr. CY ____
<p>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 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 the 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.</p>		
<p>GUIDELINES: I understand and agree to follow all guidelines, applicable regulations and laws. Private Organizations (PO) and Unofficial Activities (UA)</p> <ol style="list-style-type: none"> The Requesting Organization is primarily made up of AD Military, DOD Members and Family Members. All reporting Requirements and Documents are up to date with the 75 FSS/FSR for our PO/UA. Submit fundraising requests at least 16 days before the event. Requests involving base-wide facilities, road closures, or marketing need more lead time. Coordinate all fundraising activities through 75 FSS/CC (via 75FSS.Private.Orgs@us.af.mil). FSS may forward to 75 ABW/JA for input. PO/UA has reviewed DoD5500.7-R, AFI 34-223, and DAFI 36-3101 and understands the regulations. Organizations are limited to three (3) fundraisers per quarter, and lengths of fundraisers are fact dependent. Fundraisers may not involve frequent/continuous resale activities or compete with AAFES Services/NAFI activities. POs and UAs cannot conduct games of chance, lotteries, raffles, or gambling activities. Utah State Law prohibits raffles as gambling. POs or UA will not sell or serve alcoholic beverages on Air Force installations. NAFI MWR Programs may be contracted by Private Organizations for a fee to provide qualified (Dram Shop Trained as outlined in AFI 34-219 Alcoholic Beverage Program) personnel to assist in selling alcoholic beverages. Alcoholic beverages may be consumed and shared among legal drinking age members of the PO and their legal age guests in a Potluck fashion at PO social (non-business) events. UA cannot consume alcoholic beverages during events. Advertising is only allowed after fundraiser approval. Include a copy of the advertisement in the fundraiser packet for approval. Ads must not use official Air Force names (e.g., unit names, office symbols, rank). The facility manager must approve any ads before posting fliers on base. 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." The JER prohibits using DoD communication resources or any Government resource in ways that reflect poorly on the DoD, including soliciting and selling (JER Sec. 2-301(a) and (b)). AFI 34-223, para. 11.1.3 states that using Government equipment and systems for non-official purposes is extremely limited. POs and UAs must not send base-wide emails to advertise the event, and the advertisement must not appear as an official endorsement by the Air Force or Hill AFB. OFFICIAL CAPACITY: POs must avoid implying federal endorsement of a fundraising event. No sales or activities are allowed in your official capacity as a member of the Air Force or Federal Government (JER, Section 3-300). Volunteers/members cannot fundraise while on duty or at the workplace. They must act in their PERSONAL CAPACITY, be ON LEAVE OR SPECIAL PASS, and OUT OF MILITARY UNIFORM. This includes no setup or teardown of a fundraiser while in uniform. DoD participants may only participate as individuals. Civilian employees, like military members, must follow AFI 36-3101 and the Joint Ethics Regulations (JER). 		
Subject:		
Time(s) and Date(s):		
Where (Must be common access area):		
What (Describe below): Food will be Sold or Served: Yes ____ No ____		
What are you selling?:		
Why (Purpose/Who will benefit?):		
Flyer/Advertisement Material: <i>Must be attached for approval. Flyers, Posters, Social Media Posts, Emails.</i>		Attached:
PLAN: <i>Fill out the plan section fully so each person that needs to review the request has the full scope of the event plan.</i>		
1. Person in charge of cleanup: <i>(Name, Email Address, Personal Cell Number)</i>		
2. Sanitation/Cleanliness/Cleanup Plan: <i>Don't forget to include sanitation between handling cash/serving food.</i>		

3. Food Handling Plan: How will you transport (e.g., personal vehicle), store (e.g., cooler, food warmer), and set up the food (e.g., disposable trays on a folding table)?

4. Point of Sale Plan: Have a 2 Person cash accountability per AFI 34-223 & DAFI 36-3101.

5. Safety Plan: (For events with risk of injury like sports events etc.)

Signatures: PO/UA is required to get the applicable signatures before submitting the request.

Event Location/Facility Manager: Required if you are hosting an event in or on the property of a facility on base.

Public Health: Required if food will be served or sold at your event. Public Health will have additional steps/requirements.

AAFES Manager/Rep: Required if the event directly competes with or duplicates an AAFES activity or business.

75 ABW Safety: Required if your event has a risk of injury such as an outdoor event, sports activity etc.

Event Location/Facility Manager:
Signature confirming the PO/UA is allowed to host their event in your facility/location.

Public Health: Required if food will be involved:
Signature confirming the PO/UA as met Public Health Food/Safety Requirements.

AAFES Manager/Rep: Required if event competes with AAFES activities:
Signature confirming event will not compete with AAFES activities.

ABW Safety (Required for activities with injury risk):
Signature confirming the PO/UA event meets safety standards.

Private Organization or Unofficial Activity Representative Signature:
Final approval for the PO Fundraising Activity requires complying with all statements written above as well as the guidelines the guidelines given by Public Health. Any violations will be reported to the 75 FSS/CC. I understand and agree to the Guidelines; violation of these will result in event cancellation and loss of UA/PO/Fundraising privileges.

Email completed form with attached advertisements to 75FSS.Private.Orgs@us.af.mil at least 14 business days before an event (Preferably 30 days or more before the event) You cannot advertise until you get approval confirmation. Below this point FSS/FSR will coordinate as needed

75 FSS/FSR PO Coordinator Signature:
UA ____ PO ____ PO is up to date: Yes ____ No ____

75 ABW/JA Signature: (Required if there is a risk of liability, question/concern about regulations/legal requirements.)
PO has consulted with ABW/JA before hosting their off base fundraiser and understand their risk of liability: ____
Recommended for Approval: ____ Recommended for Denial: ____
Comments:

75 FSS/FSR RMFC Signature:
Recommended for Approval: ____ Recommended for Denial: ____
Comments:

75 FSS/CC or 75 FSS/DD Signature:
Approved: ____ Denied: ____
Comments:

JESSICA TAGATAC, MAJ, USAF
Commander 75 Force Support Squadron