

75 FSS FUNDRAISER REQUEST -Private Orgs (PO) and Unofficial Activities (UA)		PERMIT# (FSR USE):	
TO: 75 FSS/FSR Hill AFB, Utah		DATE OF REQUEST:	
PO/UA Org Name:		SUSPENSE DATE:	
NAME OF REQUESTING INDIVIDUAL/CONTACT		Request #	for Qtr. CY:
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.			
EVENT DETAILS: e.g., WHERE: in front of the BX, WHAT: wishes to hold a cookie sale, WHY: funds to be used to offset cost of a unit party. (Be complete and if necessary, attach more information on a separate page.)			
SUBJECT:			
TIME(s) and DATE(s)			
WHERE: (Must Be Common Access Area)			
WHAT: (Describe Below): FUNDRAISING: ☐ NON-FUNDRAISING: ☐ FOOD: YES ☐ NO ☐ EXPECTED NO. OF PARTICIPANTS:			
(What are you Selling?)			
WHY (Purpose/ Who will Benefit?):			
NOTE: Flyers / Ad materials should be attached on another file			
GUIDELINES (Please Check/Initial ALL to indicate understanding and compliance of PO): This form must be kept on hand during the entire fundraiser			
☐ 1. The Requesting Organization is primarily made up of AD Military, DOD Members and Family Members.			
☐ 2. All reporting Requirements and Documents are up to date with the 75 FSS/FSR.			
☐ 3. Fundraising requests are required to be submitted at least 30 days prior to proposed even; Requests using base-wide facilities or closure of roads or flight line (e.g. marathon), as well as planning for marketing/advertising must be processed with additional lead-time to ensure proper coordination before the event.			
☐ 4. All fundraising activities must be coordinated through 75 FSS/CC (or Delegate) and 75 ABW/JA. DoD5500.7-R, AFI 34-223, and AFI 36-3101 must be reviewed in addition to these instructions. Appropriate coordination and approval are required on all fundraising requests; ensure agencies have reviewed your request.			
☐ 5. Organizations are limited to three (3) fundraisers per quarter , and lengths of fundraisers are fact dependent.			
☐ 6. Fundraisers may not involve frequent/continuous resale activities or compete with AAFES Services/NAFI activities.			
☐ 7. POs may not conduct games of chance, lotteries, raffles, or other gambling-type activities other than those permitted by AFI 34-223. Unofficial activities (UAs) may not conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances. In addition, Utah State Law prohibits Raffles that cost money per ticket/entry.			
☐ 8. Private organizations will not sell or serve alcoholic beverages on Air Force installations. NAFI MWR Programs may be contracted for a fee to provide qualified (Dram Shop Trained as outlined in AFI 34-219 <i>Alcoholic Beverage Program</i>) 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.			
☐ 9. Advertising may not occur until the fundraiser is approved. 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, the facility manager of the location of the fundraiser is required to approve any advertisement prior to posting fliers in buildings on base.			
☐ 10. 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."			
☐ 11. The JER prohibits the use of DoD communication resources 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)). AFI 34-223, para. 11.1.3 states that "use of Government equipment and systems for other than official purposes is extremely limited." POs and UAs shall not send base-wide emails to advertise the event. Advertisement of the event may not appear to be an official Air Force or Hurlburt Field endorsement of the event			
☐ 12. OFFICIAL CAPACITY: Private organizations (POs) must not do anything that implies federal endorsement of a fundraising event No sales or activities are authorized in your official capacity as a member of the Air Force or Federal Government [JER, Section 3-300]. All volunteers/members may not actively participate in fundraising while on duty or at workplace. Individuals must act in their PERSONAL CAPACITY, be ON LEAVE OR SPECIAL PASS, and OUT OF MILITARY UNIFORM. This means no set up or tear down of a fundraiser while in uniform. All DoD participants must understand that they may only participate 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)			
COORDINATION (Digitally Sign or Print Name, Signature and Date): As Needed			
Event Location/Facility Mgr.:	Public Health (FOOD)	Civil Engineering (CES):	Security Forces (SFS):
Safety:	Other:		
FOR OFFICIAL USE ONLY: 75 FSS/FSR will route request to 75 ABW/JA (Fundraising Events) and 75 FSS/CC or 75 FSS/DD			

PLAN: (Please send as attachment if more space is needed)

a. Person in Charge of Cleanup: (Name, Contact Information)

b. Sanitation/Cleanliness/Cleanup Plan:

c. Food Handling Plan:

d. Point of Sale Plan:

e: Additional Notes/Information:

For any questions Please contact POC:

Note: 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.

PRIVATE ORGANIZATION REPRESENTATIVE

SIGNATURE (I understand and agree to the Guidelines; violation of these will result in event cancellation and loss of PO privileges)

75 ABW/JA Signature (1st IND):

(Your signature below indicates that you have reviewed and approved this fundraiser)

☐

Approved

☐

Denied

☐

Non- Fundraising N/A

☐

While during the AFAF/CFC, this event can be considered permissible and hoc fundraising under AFI 34-3101; this event is unlikely to interfere with the AFAF/CFC, as it involves the exchange of goods and services as opposed to gratuitous giving. Sales should occur outside the workplace.

Comments:

75 FSS/FSR Signature (2nd IND):

☐

Approved

75 FSS/CC or 75 FSS/DD

(Your signature below indicates that you have reviewed and approved this fundraiser)

☐

Approve /

☐

Denied

JESSICA TAGATAC, Maj, USAF

Commander

75th Force Support Squadron

Flyer Instructions:

If you are going to be using a flyer for your event, it must be approved with your fundraiser request

When making your flyer, we recommend using Microsoft PowerPoint and sending electronically to the NAF Accounting Office in case any changes need to be made.

All flyers should include the following:

Name of Organization Represented: Who is putting on the Event?

What Kind of Event is it? If you are holding your event at a particular business or selling a certain product remember you cannot advertise for the business. For example: "Krispy Kreme Doughnut Sale"

Location: Where the event will be held?

Date/Time: When is the event?

Cost/Prices: Is there a cost for the event?

POC: Who can be contacted for more information? This section **CANNOT** have **RANK, DUTY PHONE NUMBERS, AND/OR GOVERNMENT EMAIL ADDRESSES.**

Any pictures used may not show rank or people in uniform

No Official logos or Squadron symbols are to be used as this unintentionally denotes sponsorship by the Air Force, Base, Unit, and/or Squadron.

The flyer must include the following disclaimer:

"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. This event is neither sponsored nor endorsed by the Air Force".