



Eglin AFB Fundraising Request Form

96 Force Support Squadron

Fundraising is governed by DAFI 36-3101, *Fundraising* and AFI 34-223 *Private Organizations (PO) Program*. All fundraising activities (on or off installation) must be coordinated through 96 FSS/FSR 96fss.fsr.privateorg@us.af.mil. [AFI34-223, para 10.10. and 10.11.]

The approval process may take up to thirty (30) days. Please plan accordingly. You may not conduct or advertise your fundraising event prior to final approval.

SECTION I - Organization Information		
Fundraiser Date and Time		Request Date
Name of Requesting Organization		Requesting Organization is a: <i>(choose one)</i>
		<input type="checkbox"/> Official Private Organization <input type="checkbox"/> Unit Unofficial Activity <input type="checkbox"/> Neither (explain): _____
POC Name	POC Email	POC Phone Number
SECTION II - Event Details		
Type of Event / Request Subject <i>(e.g. Golf Tournament, Bake Sale, etc.)</i>		Event Location <i>(e.g. Bldg Name & #, BX, Commissary, Golf Course, etc.)</i>
Description of Items Being Sold / Details of your event / Prices - include as much detail as possible about how the fundraiser will be conducted		
Why is this fundraiser needed? - How will the proceeds be used? Include as much detail as possible—lack of specifics may delay processing.		
Advertising Method - Describe how it will be advertised <i>(e.g. Flyer, Word of mouth, etc.)</i> . Note: any flyers that will be used to advertise must be attached to this request for review/approval. See rules below.		
Advertising Rules 1. The Joint Ethics Regulation prohibits the use of DoD communication resources (telephone, fax machines, e-mail) or other government resources in any manner that would reflect adversely on DoD, which specifically include some soliciting and selling. 2. The use of government e-mail to advertise fundraisers or volunteer requests for fundraisers or for membership drive is prohibited. 3. Advertisement must not contain any official name belonging to the AF (such as unit names, office symbols, and ranks, seal, logo, and government email address, DSN) 4. Any advertising materials must contain the following disclaimer prominently: “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.” 5. Advertisement must not take place until approved by 96 FSS/CC.		

Section III - Acknowledgements

Please check the appropriate box for each line below.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1. Have you read and understood all instructions and PO fundraiser requirements contained within AFI 34-223?
<input type="checkbox"/>	<input type="checkbox"/>	2. Does the requesting organization consist primarily of Air Force / Department of Defense / "Team Eglin" members?
<input type="checkbox"/>	<input type="checkbox"/>	3. Do you understand that all participants will be volunteers, not in uniform, and, if the fundraiser is conducted during duty hours, members will be on leave or have a special pass?
<input type="checkbox"/>	<input type="checkbox"/>	4. Have you received the required Facility Coordination approval signatures?
<input type="checkbox"/>	<input type="checkbox"/>	5. Will this event involve food? If so, has an Application for Temporary Food Booth been obtained from Public Health?
<input type="checkbox"/>	<input type="checkbox"/>	6. Does this event ask for solicitation? Note: Solicitation may not be done in the workplace or on base housing.
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you understand that this event may not be held in the workplace or base housing?
<input type="checkbox"/>	<input type="checkbox"/>	8. Do you understand that fundraisers (whether from a PO or an unofficial activity) cannot receive official endorsement?
<input type="checkbox"/>	<input type="checkbox"/>	9. Do you understand that the disclaimer; <i>"This is a private organization/unofficial activity. It is not a part of the Department of Defense or any of its components and it has no governmental status"</i> must be on all print media?
<input type="checkbox"/>	<input type="checkbox"/>	10. Do you understand Government email & phones may not be used in furtherance of this fundraiser? For example, an organization may not use mass-email messages sent from government computers to advertise the fundraising event?
<input type="checkbox"/>	<input type="checkbox"/>	11. Do you understand that your earnings must be reported to 96fss.fsr.privateorg@us.af.mil NLT two (2) business days after your event. If earnings are not reported, fundraising privileges will be suspended for a one year period.

Prior to submitting the Fundraiser Request Form to 96 FSS/FSR, all fundraising activities must obtain signatures for Facility Coordination (Section V below). For those fundraisers that involve food, **an Application for Temporary Food Booth must be obtained from Public Health.**

DoD members **must not** do anything that implies Federal endorsement of a fundraising event. 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.

Air Force employees may not engage in fundraising for a PO or Unofficial Other Activity on government time.

A fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES or FSS activities. Occasional sales, however, are permitted. "Occasional" has been defined as not more than three (3) events per calendar quarter. [AFI34-223, para 10.10.2.]

You **must comply with all applicable Federal, state, local laws, and installation guidelines.** [AFI 34-223, para 10.17]

NO sales to or soliciting funds or other support from subordinates or prohibited sources. [5 CFR 2635.808(a)(1)(i) & (c)(1)] . Solicitation of DoD personnel junior in rank, grade, or position is prohibited.

NO soliciting gifts from contractors or other non-federal organizations. [5CFR 2635.202(a)(1) &(c)(2)]

NO soliciting funds on base. [AFI 34-223, para 10.19.1.3.]. Off base solicitation must go through 96 TW/JA.

NO sale or serving of alcohol. [AFI 34-223, para 10.14; AFI 34-219, *Alcoholic Beverage Program*, para 2.3]

NO use (or permitting use) of governmental position, title, or any authority associated with public office, to induce any person, company or organization to provide any benefit to themselves, or to any other person, company or organization. [5 CFR 2635.702(a)]

NO fundraising during AFAF. Local fundraising programs at the workplace are not authorized during AFAF drives unless approved by the installation commander. All proceeds from fundraisers must go to the AFAF. [DAFI 36-3101, para 5.3.4.9.]

NO gambling. This includes raffles and Texas Hold-em games. [AFI 34-223, para 10.9.]

NOTICE: *I request authorization to hold a fundraising event on Eglin AFB. 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. By signing below, I acknowledge that I understand and agree to all terms listed above.*

Section IV - Organization's Signature

Name of POC	Signature of POC	Today's Date

FUNDRAISER APPROVAL LEVEL			
	UNOFFICIAL UNIT AFFILIATED ACTIVITIES	UNOFFICIAL OTHER ACTIVITIES	PRIVATE ORGANIZATION
ON-Base Fundraiser	UNIT CC (within the unit)	FSS/CC	FSS/CC
	FSS/CC (outside the unit)		
OFF-Base Fundraiser	Not Authorized	Not Authorized	

Section V - Coordination
Section V must be completed PRIOR to submission to 96 FSS/FSR.

Proposed Facility Manager(s)

As the facility manager of the mentioned location, I give the requesting organization tentative approval to hold the proposed fundraiser at the requested date and time pending approval.

Name of Facility/Activity	Phone	Date	Facility Manager Signature

Public Health Office (skip if no food sales)

The organization has coordinated the details of this event with me, and I have no objections.

Name	Date	Signature

 **STOP HERE.** Once section V is completed, send your completed package (including signage and other information) to 96fss.fsr.privateorg@us.af.mil for processing. 

Section VI - Coordination

96 FSS/FSR Verification

Name	Date	Signature

96 TW/JA Recommendation

<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Disapproval (See Remarks)	REMARKS
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Name, Grade, and Duty Title	Date	Signature

Decision of Approval Authority (96 FSS)

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	REMARKS
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Name, Grade, and Duty Title	Date	Signature
MARK E. WILKE, NH-04, DAF Deputy Director, 96th Force Support Squadron		