

**Fundraiser Procedures**  
**Please read prior to filling out the Fundraiser Request Form**

1. Generally, 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](mailto:96fss.fsr.privateorg@us.af.mil). [AFI 34-223, 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.**

2. Prior to submitting the Fundraiser Request Form to 96 FSS/FSR, all fundraising activities must have a properly completed Facility Coordination Form for Fundraising (attached). For those fundraisers that involve food, an Application for Temporary Food Booth must be obtained from Public Health.

3. Air Force 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. Civilian employees, like military members, are subject to the requirements of DAFI 36-3101, AFI 34-223, and the Joint Ethics Regulation (JER).

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

5. Fundraisers are to be conducted **away from** the workplace in a common area.

6. 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. [AFI 34-223, para 10.10.2.]

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

8. **NO sales to or soliciting funds or other support from subordinates or prohibited sources.** [5 CFR 2635.808(a)(1)(i) & (c)(1)]

9. 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 provide military personnel and their families a peaceful living environment free from unwanted intrusions. As such, access to military housing for door-to-door solicitation is and will be highly restricted.

10. Solicitation of DoD personnel junior in rank, grade, or position is prohibited.

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

12. **NO soliciting funds on base.** [AFI 34-223, para 10.19.1.3.]. Off base solicitation must go through JAG.

13. **NO use of government e-mail for fundraising.** The Joint Ethics Regulation, DoD 5500.7-R, [JER para. 2-301a] See JER DoD 5500.7-R for further guidance.

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

15. **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)]

16. **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.]

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

18. Fundraiser Approval Level

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

## Fundraiser Request License

**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.

Name of Requester:

Date of Request:

Email:

Phone Number:

### Fundraiser Information

Number of Fundraisers Conducted This Quarter \_\_\_\_ (96 FSS/FSR Use only):

1. Name of requesting organization:

Requesting organization is a

Private Organization

Unofficial Organization

Neither of the above – please explain \_\_\_\_\_

2. When will this fundraiser take place (date and time):

3. Where will the fundraiser take place:

4. What/how do you plan to conduct this fundraiser (provide sufficient detail):

5. Why is this fundraiser needed:

YES NO Check YES or NO

1. Does the requesting organization consist primarily of Air Force / Department of Defense / “Team Eglin” members?
2. 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?
3. Has the Facility Coordination Form for Fundraising been completed?
4. Will this event involve food? If so, has an Application for Temporary Food Booth been obtained from Public Health?
5. Does this event ask for solicitation? **Note: Solicitation may not be done in the workplace or on base housing.**
6. Do you understand that this event may **not** be held in the workplace or base housing?
7. Do you understand that fundraisers (whether from a PO or an unofficial activity) cannot receive official endorsement?
8. Do you understand that a disclaimer; “***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.***” must be on all print media?
9. 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?
10. Do you understand that your earnings must be reported to [96fss.fsr.privateorg@us.af.mil](mailto: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.

Please send this request in the fillable PDF format along with all signage, coordination letters, and other pertinent information to [96fss.fsr.privateorg@us.af.mil](mailto:96fss.fsr.privateorg@us.af.mil) for processing.

Approved  Disapproved

Commander, 96th Force Support Squadron

## Facility Coordination Form for Fundraising

\_\_\_\_\_  
Date

1. Name of requesting organization:
2. When will this fundraiser take place (date and time):
3. Where will the fundraiser take place:
4. What/how do you plan to conduct this fundraiser (provide sufficient detail):
  
5. Why is this fundraiser needed:

I understand that it is my responsibility to obtain approval prior to having the requested fundraiser. Upon approval, I will provide the facility manager a copy of the Fundraiser Request Form. Should circumstances prevent us from having this fundraiser I will notify the facility manager and 96 FSS/FSR. I understand that I must also post a fundraiser license at the event.

Name of Requester:

Email:

Phone Number of Requester:

\*\*\*\*\*

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

Digital Signature:

Name of Facility Manager:

Email:

Phone Number of Facility Manager: