

FUNDRAISER REQUEST FORM**JBER AFB AK****COORDINATION (see reverse)**

OFFICE	A: Facility Manager	B: Public Health (if food involved)	C: 773 FSS	D: 773 FSS/FSR	E: 673 ABW/JA	F: 773 FSS/CL		
Initials/Date								

NAME OF REQUESTER / PHONE NUMBER _____ **DATE OF REQUEST** _____

REQUESTER EMAIL ADDRESS _____

NOTICE: I request authorization to hold a fundraising event on JBER AK. 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.

ORGANIZATION REPRESENTED (Name) _____ **TIME(s) and DATE(s) OF THIS FUNDRAISER** _____

SIGNATURE OF REQUESTER _____ **DATE(s) OF LAST FUNDRAISER** _____
TO COMPLETE THIS FORM, PLEASE READ INSTRUCTIONS ON REVERSE**Please Print**

DETAILS OF YOUR EVENT (Example – **WHAT:** Wish to hold a bake sale, lunch sale, etc.; **WHERE:** In the BX lobby, parking lot, etc.; **PURPOSE:** Funds will be used to offset the cost of a unit party). Please be as detailed and comprehensive as possible, attaching additional sheets if necessary.)

WHAT:**WHERE:****PURPOSE:****YES NO** Check YES or NO

1. Does the requesting organization consist primarily of Air Force / Department of Defense members?
2. Do you understand that all participants will be volunteers, **not in uniform**, and, if the fundraiser is conducted during duty hours, will be on leave or special pass?
3. Will this event involve food preparation? (If so, see reverse side, "Coordination.")
4. Do you understand that this event may **not** be held in the workplace?
5. Do you understand that this event will **not** involve solicitation in base housing?
6. Do you desire official endorsement of this event?
7. Do you desire installation access from off base, non-ID Card holders?
8. Do you desire installation support in the form of services – CE, FSS, SFS, LRG? If so, additional information will be required.

673 ABW/JA RECOMMENDATION: Approval Denial **SIGNATURE:** _____ **REVIEW DATE:** _____

Qualifies as: _____ A local INTERNAL program AWAY FROM the workplace _____ A local INTERNAL program AT the workplace
_____ Other (_____)

Remarks:

DECISION OF APPROVAL AUTHORITY: Your request to conduct a fundraiser at the times and dates indicated above are: Approved Denied

Remarks/Limitations:

Heather S. Weafer, GS-14, DAF
Director, 773d Force Support Squadron

NAME, GRADE, AND DUTY TITLE

SIGNATURE

INSTRUCTIONS

1. Appropriate coordination and approval are required for all fundraising requests. Proper coordination procedures are listed below. Please route the request accordingly to ensure the proper agencies have reviewed your request. **You may not conduct or advertise your fundraising event prior to final approval.**
2. All fundraising activities must be coordinated through 773 FSS and 673 ABW/JA. Generally, fundraising is governed by AFI 36-3101, *Fundraising within the Air Force*, 12 Jul 02. Please see "Coordination" directions below.
3. DoD members **must not** do anything that implies Federal endorsement of a fundraising event and 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 AFI 36-3101 and the Joint Ethics Regulation (JER).
4. Fundraisers are to be conducted **away from** the workplace in a non-administrative area. The installation commander defines "workplace" areas. The AFI provides examples of "workplace" areas (offices, hangars, flight line) and areas not considered to be the "workplace" (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms).
5. A fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES or FSS-affiliated activities. Occasional sales, however, are permitted. "Occasional" has been defined as not more than two (2) events per calendar quarter.
6. Private organizations and unofficial activities/organizations **may not** sell alcoholic beverages.
7. 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.
8. **Government email 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.
9. Solicitation of DoD personnel junior in rank, grade, or position is prohibited.

COORDINATION

Once submitted to 773 FSS (673fss.fsr.privateorganization@us.af.mil), the approval process may take up to fourteen (14) days.

Please plan accordingly.

1. If the event **does not** involve the handling or preparation of food, this document will be coordinated through:
 - a. Facility manager (i.e., BX manager, etc.)
 - b. 773 FSS/FSR
 - c. 673 ABW/JA (Legal Office)
 - d. 773 FSS/CL
2. If the event **does involve** food preparation (i.e., bake sale, chili sale, or any event requiring food handling), this document will be coordinated through:
 - a. Facility manager (i.e., BX manager, etc.)
 - b. Public Health (673 MDG/SGPM) – Hospital
 - c. 773 FSS/FSR
 - d. 673 ABW/JA
 - e. 773 FSS/CL
3. A copy of approved requests for the BX/Commissary must be provided to the BX/Commissary POCs prior to your event.