

FUNDRAISER REQUEST FORM

Please Read Instructions on Reverse

All fundraising on base by Private Organizations and "for us, by us" groups fundraising outside their unit (bake sale, car wash) must be reviewed by legal and approved by FSS. The approval process can take up to 20 days. Please contact FSS with any questions.

Email a completed Fundraiser Request Form to 460FSS.FSR.SMWPrivateOrgUnit@us.af.mil

TO: 460 FSS	FROM: NAME OF RESPONSIBLE INDIVIDUAL/PHONE NUMBER	DATE OF REQUEST:								
ORGANIZATION REPRESENTED		TIME AND DATE OF THIS FUNDRAISER								
TYPE OF ORGANIZATION (choose one): Private Organization: <input type="checkbox"/> Unofficial Activity (For Us, By Us): <input type="checkbox"/> Other: <input type="checkbox"/>		DATES OF LAST THREE ON-BASE FUNDRAISERS:								
DETAILS OF EVENT: (e.g., WHAT: wishes to hold a cookie sale, WHERE: in the lobby of Building 1030, WHY: funds to be used to offset cost of a unit party. Be complete and if necessary, attach more information on a separate page. Insufficient details will result in the package being returned to you.) What: Where: Why: Number of expected Adults: Children (under 18): ** I have coordinated with the building or facility manager (including AAFES or the Commissary, if applicable) and attached their written approval to use the location for this fundraiser at the date and time notated above. Initials: ** If the fundraiser involves food preparation (e.g., bake sale, chili cook off) I have coordinated with Public Health on base and attached their written approval to hold this event. Initials:		ADDITIONAL AGREEMENTS Private Organizations: <table style="width: 100%;"> <tr> <td style="width: 15%;">Initials</td> <td>Question:</td> </tr> <tr> <td></td> <td> 1. All participants will be volunteers, not in uniform and not on duty. We will make it clear that we do not represent Buckley, the DAF or DoD. 2. We will not use any government resources to support the event unless authorized. 3. There will be no door-to-door solicitation in base housing. 4. The Private Organization agrees to indemnify the United States of America. I understand that should an incident occur, the individual members of the Private Organization, rather than the Department of the Air Force, would be liable. </td> </tr> </table> Unofficial Activities (For Us, By Us): <table style="width: 100%;"> <tr> <td style="width: 15%;">Initials</td> <td>Question:</td> </tr> <tr> <td></td> <td> 1. Our group has less than \$1,000 in assets. 2. There will be no solicitation in base housing. </td> </tr> </table>	Initials	Question:		1. All participants will be volunteers, not in uniform and not on duty. We will make it clear that we do not represent Buckley, the DAF or DoD. 2. We will not use any government resources to support the event unless authorized. 3. There will be no door-to-door solicitation in base housing. 4. The Private Organization agrees to indemnify the United States of America. I understand that should an incident occur, the individual members of the Private Organization, rather than the Department of the Air Force, would be liable.	Initials	Question:		1. Our group has less than \$1,000 in assets. 2. There will be no solicitation in base housing.
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Statement of Compliance: I certify that the above information is accurate and that I have read page two (2) of this request form. I will comply with the Joint Ethics Regulation, AFI 34-223 and DAFI 36-3101. Signature: _____ Date: _____										
SBD 2/JA Recommendation: Approve: <input type="checkbox"/> Deny: <input type="checkbox"/> Remarks: Printed Name: _____ Signature: _____ Date: _____										
Decision of Approval Authority: Your request is Approved: <input type="checkbox"/> Denied: <input type="checkbox"/> Printed Name: _____ Signature: _____ Date: _____ Remarks/Limitations: _____										

RULES OF COMPLIANCE

All fundraising activities on-base must be approved in advance. Outside of the Combined Federal Campaign and Air Force Assistance Fund, **there are only two types of fundraising allowed on base:**

1. **Unofficial Activities** also known as “for us, by us.” This is when funds are raised in a unit, usually by donations from unit employees, for the benefit of employees in that unit. Examples are a small squadron booster club and office sunshine fund. So long as fundraising is confined to the workplace and funds are only raised through unit employee donations, “for us, by us” fundraising may be approved by the unit commander without legal review or FSS approval. If fundraising will involve anyone outside the unit, the event must be reviewed by legal and approved by FSS.
2. **Private Organizations.** Private Organizations are non-federal entities, operated outside of the workplace and off-duty, usually for a special interest. The Installation Commander or delegee may allow Private Organizations to operate on base and conduct fundraisers. Examples are the Company Grade Officer Council and the Top 3.

Unofficial activities generally may not hold more than \$1,000 over any 3-month timeframe. Unless granted special approval, unofficial activities holding more than that must convert to a Private Organization. Unofficial activities may use official support including official time and government email, but may not fundraise off base. Further, fundraising by unofficial activities should normally be planned and executed to take place primarily where funds collected can come from unit members and their family members. Private organizations, on the other hand, cannot be officially supported or endorsed, but have much more discretion to engage in broader fundraising both on and off base.

Fundraising is subject to federal ethics rules, including the Joint Ethics Regulation (JER), AFI 34-223 *Private Organizations (PO) Program*, and Chapter 5 of DAFL 36-3101, *Fundraising*. For fundraisers on base, keep in mind:

- Unless you qualify as a “for us, by us” unofficial activity or you are approved as a Private Organization, you cannot fundraise on base.
- Fundraisers may not be held at the workplace (offices, hangars, flight line) but rather must be held in common areas (quarters, entrances, lobbies, concourses, chapels, break rooms).
- Fundraisers cannot detract from the CFC or AFAF, meaning that on base fundraiser requests made during those campaigns may be denied.
- Fundraisers may not compete with AAFES or NAFL activities.
- Your group may not hold more than 3 fundraising events on base per calendar quarter.
- Door to door solicitation on base is prohibited.
- Solicitation of DoD personnel junior in rank, grade or position is not allowed.

Further Restrictions for Private Organizations:

- Private Organizations **must not** do anything that implies Federal endorsement of a fundraising event and **must not** actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in Private Organization fundraising must do so with the clear understanding that they may only do so in their capacity as private individuals.
- The Joint Ethics Regulation generally prohibits the use of DoD communication resources (telephones, fax machines, e-mail, the internet) or any other Government resource to support a Private Organization. This excludes approved use of government facilities. Advertisement of fundraisers may not appear to be an official DoD event. All advertisements for fundraisers must contain the following disclaimer **“THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENT STATUS.”**
- Private Organizations may contact Public Affairs for potential limited advertisement options.