

PLEASE READ THE FOLLOWING INFORMATION/GUIDELINES PRIOR TO FILLING OUT YOUR REQUEST.

1. All requests need to be submitted at least **ONE MONTH** prior to the projected event.
 - a. **NO** soliciting or advertising is allowed until you have written approval from the 366th Force Support Squadron's Commander.
2. A single fundraiser event can only occur for to 10 consecutive days.
3. Private Organizations and Unofficial Activities are authorized up to **three** fundraisers per calendar quarter.
4. Fundraisers are authorized during Air Force Assistance Fund (AFAF) and Combined Federal Campaign (CFC).
5. All fundraisers should be planned out well in advance giving a minimum of 6 weeks for processing
6. Raffles can only be conducted by Private Organizations within **Good Standing**, IAW AFI 34-223: para 10.20.4.- Raffles must be held to support the Private Organization's routine operations or for the direct benefit of Department of Defense personnel or their family members. (T-1)
7. Military members will **not be in uniform** during fundraising events.
8. Military members and DOD employees will be in a **non-duty status** during the event.
9. The use of government resources will **NOT** be used (ex: government resources such as phones, email, and equipment).
10. This fundraiser will **NOT** involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fundraising effort.
11. The fundraiser will **not** involve any door-to-door or mailing solicitation on base.
12. Duty office phone numbers or contact emails are **not** allowed to be used as contact information on emails, flyers, and solicitation letters.
13. For emails: Message will **not** be sent as a **base-wide** email. Emails **can** only be sent to your organization's active members or your first sergeant and cannot exceed 10 megabytes.
14. For emails: You **cannot** include **prices** for your event in an **email message**, but it **can** be on an attached **flyer**.
15. Fundraisers cannot be for personal financial gain.
16. **Prior** to the submission of a fundraiser request, Private Organizations must have current paperwork on file, to include Constitution & Bylaws, Insurance Waiver, Letter of Understanding, Financial Statements, Budget, Elected Officials, and Quarterly Minutes.

Private Organizations are self-sustaining special interest groups, set up by people acting **exclusively outside** the scope of any **official capacity** as officers, employees, or agents of the **Federal Government** AFI 34-223, Paragraph 1.

Official Request for Approval for Fundraising and/or Solicitation Activity IAW AFI 36-31-1 AND AFI 34-223

MEMORANDUM FOR 366 FSS/FSR

Date: _____

From: _____

(Name of Private Organization/Unofficial Activity or Person Requesting Approval)

<p>Choose type of request:</p> <p>_____ This is for a Fundraising Event</p> <p>_____ This is for Solicitation</p> <p>_____ This is for a Fundraising Event and Solicitation</p>

1. We would like permission to conduct a _____
Type of Request (Example: Bake Sale, Holiday Party Solicitation, Bowling Tournament, etc).

From _____ -- _____ at _____
Date Range Location

2. You must obtain approval from the Facility Manager for the location of your event (chapel, gym, golf course, commissary, etc.).

Facility Manager: _____ (Print) _____ (Date)

(Signature)

<p>For Official Use Only:</p> <p>1. Is the Private Organization/Unofficial Activity with-in good standings and all documents current and up to date? _____</p> <p>2. How many fundraisers has the Private Organization/Unofficial Activity conducted in the current quarter (or have planned for the quarter of the event)? _____</p>

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3. Please answer each of the following questions with as much detail as possible. If you are requesting both a fundraiser and solicitation, you must fill out information for both requests. **BE SPECIFIC**

Fundraiser Event Questions

- a. What items/services will be sold? (Include Cost of Item/Services)
-
- b. If not selling anything, how will you be raising funds? (ex: entry fee, donations, etc.)
-
- c. For what will the proceeds be used for? (ex: holiday part, morale events, a charity, etc.)
-
- d. Who will be volunteering to work your event?
-
- e. How will you advertise? Email and/or Flyer? (ATTACH all advertisement(s) to be used with disclaimer. See below verbiage)
-
- f. Who will be invited or authorized to attend the event?
-
- e. Are you selling/handling food for this event?
-
- If so, please have the 366th MTF Public Health office sign temporary food handlers permit and include with request.

Solicitation Request Questions

- a. What type of items will you be soliciting for? (ex: toys, food, money, etc.)
-
- b. What will the donated items be used for? (ex: holiday party giveaways, prizes, etc.)
-
- c. What event are you soliciting for?
-
- d. Who will you be soliciting to? (ex: hunting stores, fast food chains, etc.)
-

*** ENSURE ALL EMAILS, FLYERS, AND SOLICITATION LETTERS ARE INCLUDED WITH THIS REQUEST.**

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4. The following disclaimers need to be on all advertisements, verbatim, to include emails, flyers, and solicitation letters.

For Private Organizations:

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 (AFI 34-223, paragraph 10.1.2.3)

For Unofficial Activities:

THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS (DoDI 1000.15 Enclosure 2(1)(b)(3).)

5. By signing this form, you are acknowledging that you have read and understand all the information on the front page and will adhere to these guidelines.

6. By signing this form, you are acknowledging that if you are conducting a raffle you are in compliance with AFI 34-223: 10.20.4. Raffles must be held to support the Private Organization's routine operations or for the direct benefit of Department of Defense personnel or their family members. (T-1)

I am the organization's _____, if you have any questions, please
(Title)

contact me at _____
(Phone/E-mail)

(Printed Name)

(Signature)

All requests need to be routed through the FSS Resource Management Flight: Private Organization Monitor.

Any questions in regards to your request please use the following contact information

828-4381
Or
366FSS.FSR.PrivateOrg@us.af.mil

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