



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

On Installation Fundraising:

1. All requests should be planned out well in advance due to processing time.
 - a. All requests must be submitted at least **4-6 WEEKS** prior the projected event
 - b. **NO** soliciting or advertising is allowed until WRITTEN approval from the 366th Force Support Squadron's Commander or Deputy Director.
2. Private organizations and Unofficial activities are authorized up to **THREE** fundraisers per calendar quarter DAFI 34-106.:para 1.4.1.
3. Fundraisers are authorized during Air Force Assistance Fund (AFAF) and Combined Federal Campaign (CFC) DAFI 34-106.: para 5.21.4.
4. Raffles can only be conducted by Private Organizations that hold a current **501 STATUS**, DAFI 34-106.: para 5.21.3.- requires that raffles comply with state and local laws of the jurisdiction in which the installation is located.
 - a. Idaho Statute 67-7710 provides that only charitable or nonprofit organizations may conduct raffles.
 - b. **50/50 Raffles** are prohibited DAFI 34-106.: para 5.21.4.2.-Raffles conducted strictly for a monetary prize are not authorized on the installation.
 - c. Attach a copy of 501 letter from the IRS with any requests involving a raffle.
5. Military members will not be in uniform during fundraising events.
6. Military members and DOD employees will be in a non-duty status during the event.
7. The use of government resources will NOT be used (ex: government resources such as phones, email, and equipment).
8. This fundraiser will NOT involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fundraising effort.
9. The fundraiser will not involve any door-to-door or mailing solicitation on base.
10. **Duty office phone numbers** or **government emails** are not allowed to be used as contact information on emails, flyer's, social media posts and solicitation letters.



11. For emails: Message will not be sent as a base-wide email. Commanders are permitted to promote and support these fundraising initiatives using official communication channels (for unit members)
 - a. You **cannot** include prices for your event in an email message, but it **can** be on an attached flyer
12. Fundraisers cannot be held for personal financial gain.
13. **PRIOR** to a submission of a fundraiser request, private organizations must have current paperwork on file to include:
 - a. **Constitution and Bylaws** these expire every 2 years or with change in elected officials.
 - b. **Insurance waiver** these expire every year.
 - c. **Letter of understanding** these expire every year or with change in elected officials.
 - d. **Financial statements** these are due every quarter.
 - e. **Budget** this is due every year.
 - f. **Elected officials** this expires every year or with change in elected officials.
 - g. **Quarterly minute** these are due every quarter.

Off Installation Fundraising:

1. Unit unofficial activities are not authorized to solicit or conduct fundraisers off the installation DAFI 34-106., para 5.20.4
2. Private organizations must make the FSS POC aware of any fundraisers off installation.



Official Request for Approval for Fundraising and/ or Solicitation IAW AFI 36-3101 AND DAFI 34-106.

MEMORANDUM FOR 366 FSS/FSR

DATE: _____

FROM: _____

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

TYPED OF REQUEST:

_____ This is for a **FUNDRAISING EVENT**

_____ This is for **SOLICITATION**

_____ This is for a **FUNDRAISING EVENT AND SOLICITATION**

1. We would like permission to conduct a _____
_____. (Type of request Example: Bake sale, holiday party
solicitation, bowling tournament, ect.)

From _____ to _____ at _____

2. You must obtain approval from the facility manger for the location of your event.

Facility Manger: _____
(PRINT) (DATE)

(SIGNATURE)

3. Please answer 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 you are 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 party, morale event, a charity, etc.)

- d. Who will be volunteering to work your event?

- e. How will you advertise? Please note social media wording/emails&flyers must be reviewed by legal(**ATTACH ALL ADVERTISEMENTS TO BE USED WITH DISCLAIMER.**)

- f. Who will be invited or authorized to attend the event?

- g. Are you selling/ handling food for this event? (IF YES, please have the 366th MTF Public Health office sign a temporary food handlers permit and **INCLUDE** it with this request.)

Solicitation Request Questions:

- h. What typer of items will you be soliciting for? (ex: toys, money, etc.)

- i. What will the donated items be used for? (ex: prizes, ect.)

- j. What event are you soliciting for?

- k. Who will you be soliciting to? (ex: hunting stores, etc.)

***** ENSURE ALL EMAILS, FLYERS, SOCIAL MEDIA POSTS AND SOLICITATION LETTERS ARE INCLUDED WITH THE REQUEST****

4. THE FOLLOWING DISCLAIMERS NEED TO BE ON ALL ADVERTISEMENTS, VERBATIM, TO INCLUDE EMAILS, FLYERS, SOCIAL MEDIA POSTS AND SOLICITATION LETTERS.

- a. For Private Organizations:**

THIS IS A PRIVATE ORGANIZATION. IT IS NOT PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS

Private Organizations are self-sustaining special interest groups, set up by individuals acting exclusively outside the scope of any official capacity as members of the DAF or Federal Government, DAFI34-106, Para 1



**COMPONENTS AND IT HAS NO GOVERNMENTAL
STATUS(DAFI 34-106 5.2.2.3)**

b. 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 Enclosure2(1)(b)(3).)**

5. By signing this form, you are acknowledging that you have read and understand all the information on the front pages and will adhere to these guidelines and the guidelines in DAFI 34-106 and AFI 36-3101
6. By signing this form, you are acknowledging that if you are conducting a raffle you are in compliance with DAFI 34-106: para 5.21.1- Raffles must be held to support the Private Organization's routine operations or for the direct benefit of Department of Defense personnel or their families. (T-1)

**I am the organizations _____, if you have
any questions please contact me at _____**

(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