

# ROBINS PRIVATE ORGANIZATION FUNDRAISER REQUEST

Request form must be emailed to [78FSS.FSR.Workflow@us.af.mil](mailto:78FSS.FSR.Workflow@us.af.mil) 90 days prior to event

UNOFFICIAL NAME OF REQUESTER \_\_\_\_\_ UNOFFICIAL PHONE NUMBER \_\_\_\_\_

UNOFFICIAL E-MAIL \_\_\_\_\_

*NOTICE: I request authorization to hold a fundraising event on/off Robins Installation. 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 \_\_\_\_\_

This event is \_\_\_\_\_ (#1, #2, or #3) of this quarter. I understand each Private Organization or Unofficial Activity is authorized 3 fundraisers per quarter.

**DETAILS OF YOUR EVENT** (Example – **WHAT:** Wish to hold a bake sale, car wash, 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:** \_\_\_\_\_  
(Must be in a common area)

**PURPOSE:** \_\_\_\_\_

**BLDG MGR SIGNATURE:** \_\_\_\_\_

Attach Flyer If Applicable I understand that I cannot advertise this event until the fundraiser and flyer have been approved. All printed and electronic media must contain the following disclaimer: “THIS IS A PRIVATE ORGANIZATION or UNOFFICIAL ACTIVITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.” All posted flyers must have approval to post through the facility manager of the area that they will be posted in. Under no circumstances will signs be allowed to be posted outside of any facility. \_\_\_\_\_ (fundraiser POC initials)

YES NO (fundraiser POC initials for each item)

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The requesting organization is in good standing according to the AFI 34-223   |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. I understand that all participants must be volunteers, <b>not in uniform</b><br>If conducted during duty hours, participants shall be on leave or special pass (applies to both military and civilians)   |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. This event involves food preparation and coordination is attached (coordinate with Public Health 497-8019)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. I understand that this event may <b>not</b> be held in the workplace  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. I understand that this event will <b>not</b> involve solicitation in base housing   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. <b>I understand that I may not advertise this event using government email</b>  |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. I understand that I may <b>not</b> operate amusement machines, slot machines, lotteries, raffles, games of chance, or other gambling-type activities, except as authorized for certain raffles IAW the Robins AFB Raffle Policy Letter. [Note: If seeking to engage in a raffle, please request the Robins AFB Raffle Policy Letter from the 78 FSS/FSR.] |

78<sup>th</sup> ABW/JA

LEGAL REVIEW PROVIDED BY:

DATE:

ANY REMARKS/LIMITATIONS: PLEASE SEE ATTACHED LEGAL REVIEW.

DECISION OF APPROVAL AUTHORITY:

YOUR REQUEST TO CONDUCT A FUNDRAISER AT THE TIMES AND DATES INDICATED IS:

APPROVED  DENIED

78<sup>th</sup> FORCE SUPPORT SQUADRON DIRECTOR

DATE:

## INSTRUCTIONS

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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 begin with 78 FSS/FSR. Fundraising is governed by AFI 36-3101 and AFI 34-223.
3. Air Force 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 three (3) events per calendar quarter.
6. Private organizations and unofficial activities/organizations **may not** sell or serve 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 78th FSS, the approval process may take up to twenty-one (21) days. Please plan accordingly.

1. If the event **does not** involve the handling or preparation of food, coordinate through:
  - Facility Manager
  - 78 FSS/FSR
  - 78 ABW/JA
  - 78 FSS/CL
2. If the event **does involve** food preparation (i.e., bake sale, chili sale, or any event requiring food handling), coordinate through:
  - Facility Manager
  - Public Health– 497-8019
  - 78 FSS/FSR
  - 78 ABW/JA
  - 78 FSS/CL