

ROBINS AFB UA FUNDRAISER REQUEST FORM

(or UUA FUNDRAISING OUTSIDE OF THEIR UNIT)

Request form must be emailed to 78FSS.FSR.Workflow@us.af.mil 90 days prior to event

NAME OF REQUESTER _____ PHONE NUMBER _____ E-MAIL _____

ORGANIZATION REPRESENTED (Name) _____

TIME(s) and DATE(s) OF THIS FUNDRAISER _____

ARE YOU A UA OR UUA? _____

SIGNATURE OF REQUESTER _____

DATE(s) OF LAST FUNDRAISER _____

This event is _____ (#1, #2 or #3) of this quarter. I understand each Unofficial Activity or Unit 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:** _____ **FUNDRAISER TYPE:** _____
(Must be in a common area) (Specify if this fundraiser is internal or external to your unit)

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 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)

1. The requesting organization is in good standing according to the AFI 34-223

2. This event involves food preparation and coordination is attached (coordinate with Public Health 497-8019)

3. I understand that this event will **not** involve solicitation in base housing

4. I understand that I may **not** conduct games of chance, lotteries, raffles, or other gambling-type activities IAW AFI 34-223

78TH ABW/JA

LEGAL REVIEW PROVIDED BY: _____

DATE: _____

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

78th FORCE SUPPORT SQUADRON DIRECTOR

DATE: _____

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 begin with 78 FSS/FSR. Fundraising is governed by AFI 34-2236-3101 and AFI 36-3101.
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 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.
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. At no time should there be a perception of Federal endorsement of any product or service.

COORDINATION

Once submitted to 78 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:
through:
Facility Manager
78FSS/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
Facility Manager
Public Health– CLINIC
78 FSS/FSR
78ABW/JA
78 FSS/CL