

## Fundraising Request - Breakdown

Leadtime for request – minimum of **45 days before** the scheduled event. If 45 days or more notice is not given when the request is submitted, the request will be denied by the Private Org Monitor.

### **PO/UUA Fundraising Request Forms – Items that need to be completed before they are sent to the Private Org Monitor for the legal review.**

#### **PO**

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 \_\_\_\_\_

**SIGNATURE REQUIRED BEFORE SUBMISSION TO PO MONITOR**

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)

**SIGNATURE MUST BE OBTAINED BEFORE**

PURPOSE: \_\_\_\_\_ BLDG MGR SIGNATURE: **SUBMISSION TO PO MONITOR**

#### **UUA**

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 \_\_\_\_\_

**SIGNATURE REQUIRED BEFORE SUBMISSION TO PO MONITOR**

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: \_\_\_\_\_  
(Must be in a common area)

FUNDRAISER TYPE: \_\_\_\_\_  
(Specify if this fundraiser is internal or external to your unit)

**SIGNATURE MUST BE OBTAINED BEFORE**

PURPOSE: \_\_\_\_\_ BLDG MGR SIGNATURE: **SUBMISSION TO PO MONITOR**