

ROBINS ORGANIZATION FUNDRAISER REQUEST – Additional Questions for Legal Review

Organization Represented (Name): _____

Unofficial Name of Requester: _____ Date and Time of Fundraiser: _____

Signature of Requester: _____

1. Who is sponsoring the fundraiser?

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Private Organization

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Unofficial Activity

Yes

No

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- Is the event being organized by a recognized Private Organization or Unofficial Activity?

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- Is the PO registered and in good standing with the installation?

2. What is the purpose of the fundraiser?

Yes

No

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- Is the purpose consistent with the organization's charter and mission?

- What will the funds be used for? _____

3. Where and when will the event take place?

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On base

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Off base

Yes

No

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- Has it been reserved?

- Location: _____

4. What type of fundraiser is being conducted?

Yes

No

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- Will it involve the sale of goods or services? (If yes, coordinate with Public Health - DSN 497-8019)

- Is it a bake sale, raffle, car wash, silent auction, etc.? _____

5. Who will be solicited?

Yes

No

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- Will DoD personnel be solicited while in uniform or on duty (**which is prohibited**)?

- Who will the fundraiser target? ☐ Members of the organization ☐ Broader base population

6. How will the fundraiser be advertised?

Yes

No

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- Will base email, bulletin boards, or social media be used?

- If yes, what type of advertisement will be used? _____

- **No government email can be used to advertise or solicit private organization events.**

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- Are all advertisements clearly marked as unofficial and not endorsed by the DoD?

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- Does the flyer have the appropriate disclaimer?

- **"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."**

7. Are there any conflicts of interest or ethical concerns?

Yes

No

- Are any federal employees involved in planning or execution in their official capacity?
- Will the event comply with the Joint Ethics Regulation (JER), especially regarding gifts and endorsements?

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8. Are there any safety, health, or legal considerations?

Yes

No

- Will food be served or sold (requiring Public Health approval)?
- Are permits or insurance required?
 - If yes, what permits, or insurance are required? _____

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9. How will funds be handled and reported?

Yes

No

- Will proceeds be documented and reported in accordance with DAFI 34-106?
 - Who is responsible for collecting and safeguarding funds? _____
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Fundraising requests should not be advertised until FSS/FSR has notified the organization that the request is approved.