

## FUNDRAISER REQUEST FORM

<b>TO:</b> 66 FSS Hanscom AFB MA	<b>FROM: NAME OF RESPONSIBLE INDIVIDUAL/PHONE NUMBER</b>	<b>DATE OF REQUEST:</b>
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**NOTICE:** I request authorization to hold a fundraising event on Hanscom AFB, MA. 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 and Address)	TIME(s) and DATE(s) OF THIS FUNDRAISER
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SIGNATURE	DATE(s) OF LAST FUNDRAISER
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<b>To Complete Form Please Read Instructions on Reverse</b> -Please Print-	<b>NO. OF EXPECTED PARTICIPANTS</b>	
	ADULTS	CHILDREN UNDER 12

<p><b>DETAILS of your event</b> e.g.: <b>WHO:</b> ABG Top Three Association <b>WHAT:</b> wishes to hold a cookie sale, <b>WHERE:</b> in the lobby of the Brown Bldg 1305, <b>WHY:</b> funds to be used to offset cost of a unit party. (Be complete and if necessary, attach more information on a separate page.)</p> <p><b>Who:</b></p> <p><b>What:</b></p> <p><b>Where:</b></p> <p><b>Why:</b></p> <p><b>Advertising:</b> The Joint Ethics Regulation prohibits the use of DoD communication resources (telephones, fax machines, E-mail, the Internet) or any other Government resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER sec. 2-301.a. and b).</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 70%;">Check Yes or No</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>1. The requesting organization is primarily made up of AF/DoD members.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>2. All participants will be volunteers, <b>not</b> in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>3. Will this event involve food preparation? (If yes, see reverse)</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>4. The location of this event is <b>not</b> considered the workplace.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>5. This event will <b>not</b> involve solicitation in base housing.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>6. Official endorsement of this event is <b>not</b> desired.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>7. If event is sponsored by an unofficial activity, its assets were below \$1000 average for the last 3-month period.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>8. This event will <b>not</b> occur during the CFC or AFA drives.</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>9. This is either the first or second fundraiser event in this calendar quarter.</td> </tr> </tbody> </table>		Yes	No	Check Yes or No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. The requesting organization is primarily made up of AF/DoD members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. All participants will be volunteers, <b>not</b> in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Will this event involve food preparation? (If yes, see reverse)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. The location of this event is <b>not</b> considered the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. This event will <b>not</b> involve solicitation in base housing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Official endorsement of this event is <b>not</b> desired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. If event is sponsored by an unofficial activity, its assets were below \$1000 average for the last 3-month period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. This event will <b>not</b> occur during the CFC or AFA drives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. This is either the first or second fundraiser event in this calendar quarter.
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COORDINATION (see reverse)							
OFFICE	A: Public Health	B: 66 FSS/FSRA	C: 66 FSS/FSR	D: 66 FSS/CC	E: 66 FSS/FSRA	F:	G:
Initials/ Date							

**ABG/JA RECOMMENDATION:**     Approval     Denial    Signature: \_\_\_\_\_    Review Date: \_\_\_\_\_

Qualifies as:    \_\_\_\_\_ A local INTERNAL program AWAY FROM the workplace (AFI 36-3101, Table 1, Rule 4)    \_\_\_\_\_ A local INTERNAL program AT the workplace (AFI 36-3101, Table 1, Rule 3)

Remarks:    \_\_\_\_\_ OTHER ( \_\_\_\_\_ )

**DECISION OF APPROVAL AUTHORITY:** YOUR REQUEST TO CONDUCT A FUNDRAISER AT THE TIMES AND DATES INDICATED IS:

APPROVED     DENIED

**REMARKS/LIMITATIONS**

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NAME, GRADE, AND DUTY TITLE	SIGNATURE
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## INSTRUCTIONS

1. Appropriate coordination and approval are required on all fundraising request. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.
2. All fundraising activities must be coordinated through 66 FSS and ABG/JA. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223 and AFI 36-3101.
3. Private Organizations **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. The installation commander determines which areas of the installation are and are not workplaces. The AFI provides examples of what are considered “workplaces” (offices, hangars, flight line) and what are not considered “workplaces” (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms). The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.
5. A fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities. However, occasional sales are permitted. Occasional has been defined as not more than two (2) per calendar quarter. This fundraiser can be authorized if it complies with this definition.
6. 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 allow military personnel and their families a peaceful living environment free from unwanted intrusion. As such, access to military housing for door-to-door solicitation is and will be highly restricted.
7. **Government email may not be used in furtherance of this fundraiser.** (DoD 5500.7-R and AFMAN 17-1201). Advertisement of the event may not appear to be an official Air Force or HAFB endorsement of the event.
8. Finally, solicitation of DoD personnel junior in rank, grade or position is not allowed.

## COORDINATION

**Once submitted to 66 FSS, the approval process can take up to twenty (20) days.** Please plan accordingly.

1. If event **does not** involve the handling or preparation of food, coordinate through:
  - A. Base facility proposed for event location
  - B. 66 FSS (66.FSS.FSR.cmb@us.af.mil)
  - C. Legal Office (66 FSS will coordinate with Legal and 66 FSS/CC approval)
2. If event **does involve** food preparation i.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through:
  - A. Base facility proposed for use
  - B. Public Health (66 MDS/SGPM)
  - C. 66 FSS (66.FSS.FSR.cmb@us.af.mil)
  - D. Legal Office (66 FSS will coordinate with Legal and 66 FSS/CC approval)