

PRIVATE ORGANIZATION FUNDRAISER REQUEST FORM

See Reverse for Instructions

TO: 66 FSS Hanscom AFB, MA 01731	FROM: NAME OF RESPONSIBLE INDIVIDUAL	CONTACT PHONE	DATE OF REQUEST
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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 on 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
	LOCATION OF FUNDRAISER Example: Bldg <u> BX </u> Room <u> lobby </u> Bldg _____ Room _____ Other _____

# OF FUNDRAISERS CONDUCTED THIS QUARTER BY PO	SIGNATURE OF REQUESTOR
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<p>DETAILS of your event e.g. WHO: ABG Top Three Association WHAT: wishes to hold a cookie sale, WHERE: in the lobby of the Brown Bldg 1305, WHY: 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>Who: What: Where: Why:</p> <p>Advertising: 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>	Yes	No	Check Yes or No
	<input checked="" type="radio"/>	<input type="radio"/>	1. I have read and understand all instructions and requirements of PO fundraisers on the reverse side.
	<input checked="" type="radio"/>	<input type="radio"/>	2. Will any participants be in uniform?
	<input checked="" type="radio"/>	<input type="radio"/>	3. Does this event involve food preparation? (If so, Public Health approval required)
	<input checked="" type="radio"/>	<input type="radio"/>	4. Is the location of this event considered the workplace?
	<input checked="" type="radio"/>	<input type="radio"/>	5. Does this event involve solicitation in base housing?
	<input checked="" type="radio"/>	<input type="radio"/>	6. Will there be selling of alcohol at this event?
	<input checked="" type="radio"/>	<input type="radio"/>	7. Will all participants be volunteers?
	<input checked="" type="radio"/>	<input type="radio"/>	8. Is the entity requesting a fundraiser a private organization?
	<input checked="" type="radio"/>	<input type="radio"/>	9. Is the requesting organization primarily made up of AF/DoD members?
	<input checked="" type="radio"/>	<input type="radio"/>	10. Does this fundraiser compete with AAFES activities?

COORDINATION (Administrative Only)

OFFICE	A: Public Health	B: 66 FSS/FSRA	C: 66 FSS/CC	D: 66 ABG/CC	E: 66 FSS/FSRA
Digital Signature or Initials/Date					

66 ABG/JA RECOMMENDATION: APPROVAL DENIAL

REMARKS:

Signature: _____

Review Date: _____

DECISION OF APPROVAL AUTHORITY: Your request to conduct a FUNDRAISER at the time(s) and date(s) indicated is:

APPROVED DENIED

REMARKS/ LIMITATIONS

APPROVING AUTHORITY NAME, GRADE, & DUTY TITLE

SIGNATURE

INSTRUCTIONS

1. Appropriate coordination and approval is required on all fundraising requests. **Once submitted to 66 FSS, the approval process can take up to twenty (20) days.** Please plan accordingly. Required coordination:
 - If the event does not involve the handling or preparation of food, coordinate through:
 - A) Base facility proposed for use; B) 66 FSS/FSRA; C) Legal Office 66 ABG/JA; D) 66 FSS/CC
 - If the event does involve food preparation (e.g., bake sale, chili cook-off), coordinate through:
 - A) Base facility; B) Public Health (66 MS); C) 66 FSS/FSRA; D) Legal Office (66 ABG/JA); E) 66 FSS/CC
2. PO fundraising activities must comply with applicable regulations of DoDI 5500.7-R, AFI 34-223, and DAFI 36-3101.
3. POs may hold up to three (3) fundraisers per calendar quarter. A fundraiser may not consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities.
4. Private Organizations must not imply Federal endorsement of a fundraising event. Official DoD or unit seals, rank, title, duty email, official letterhead, and duty phone number may not be used. All print or electronic media used must prominently display the following 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."
5. POs may NOT use DoD communication resources (e-mail, telephones, internet, copiers, etc.) to promote an event. POs must furnish their own equipment, supplies, and other materials.
6. Members may not actively participate in fundraising while on duty or in uniform. All DoD members who participate in this event must do so with the clear understanding that they may only do so in their individual capacity and not in any official capacity. This restriction also applies to DoD civilian employees.
7. Fundraisers typically must be held 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, BX). There are very limited circumstances under which fundraisers may be held in areas designated "at the workplace." We encourage you to utilize an area designated as "away from the workplace" if possible. The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.
8. Solicitation of DoD personnel junior in rank, grade or position is not allowed.
9. 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.
10. POs may NOT conduct fundraisers during the active Combined Federal Campaign or Air Force Assistance Fund campaigns.
11. POs may not serve or sell alcohol, except for the limited circumstances provided for in AFI 34-223, para 10.14.
12. Per Massachusetts Gen Law, Part IV, Title I, Chapter 271, Section 7A, private organizations are prohibited from holding raffles.
13. Please use the following contact information for coordination
 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)