

FUNDRAISER REQUEST FORM

LAUGHLIN AFB, TX

COORDINATION

OFFICE	A. Facility Manager	B. Public Health (if food involved)	C. 47 FSS/FSR	D. 47FTW/JA (if required)	E. 47 FSS/DD	E. Return to PO
INITIALS/DATE						

Name of requestor: _____

Date of request: _____

NOTICE: I request authorization to hold a fundraising event on Laughlin AFB. If approved, I further expressly agree to indemnity 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 USs or member of the US 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 AND DATE OF THIS FUNDRAISER: _____

SIGNATURE OF REQUESTER: _____

DATE(s) OF LAST FUNDRAISER: _____

TO COMPLETE THIS FORM, PLEASE READ INSTRUCTIONS ON REVERSE:
Please Print

DETAILS OF YOUR EVENT (Example – What: Wish to hold a bake sale, car wash etc.; WHERE: BX, Lobby, parking lot, etc.; PURPOSE: Funds will be used to offset the cost of unit party) Please be as detailed and comprehensive as possible.

WHAT DO YOU PLAN TO SELL?

WHERE:

PURPOSE:

YES NO Check YES or NO

- 1. Does the requesting organization consist primarily of Air Force / Department of Defense members?
- 2. Do you understand that all participants will be volunteers, *not in uniform*, and if the fundraiser is conducted during duty hours, will be on leave or special pass?
- 3. Will this event involve food preparation? (If so, see page 2, "Coordination.")
- 4. Do you understand that this event may not be held in the workplace?
- 5. Do you understand that this event will **not** involve solicitation in base housing?
- 6. Do you understand that private organization functions cannot receive official endorsement?

47 FW/JA RECOMMENDATION: Approval Denial SIGNATURE: _____ REVIEW DATE: _____

QUALIFIES AS: _____ A Local INTERNAL program AWAY FROM the workplace
_____ A Local INTERNAL program AT the workplace
_____ OTHER (_____)

Remarks:

DECISION OF APPROVAL AUTHORITY: Your request to conduct a fundraiser at the times and date indicated above is:

Approved Denied

DANETTE D. VAN DALEN, Lt Col, USAF
Commander, 47 Force Support Squadron

INSTRUCTIONS

1. Appropriate coordination and approval are required for all fundraising request. 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 be coordinated through the 47 FSS and the 47 FTW/JA. Generally fundraising is governed by AFI 36-3101, Fundraising within the Air Force, 12 Jul 2002. Please see "Coordination" directions below.
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 the military members, are subject to the requirements of AFI 36-3101 and 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, hangers, flight line) and areas not considered to be the "workplace"(base quarters, entrances, lobbies or concourses of buildings, etc).
5. All fundraisers **may not** consist of frequent/continuous resale activities or compete with AAFES or FSS-affiliated activities. Occasional sales however are permitted (no more than two (2) events per calendar quarter).
6. Private organizations and unofficial activities/organizations **may not** sell alcoholic beverages.
7. 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 provide military personnel and their families a peaceful living. As such, access to military housing for door-to-door solicitation is and will be highly restricted.
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.

COORDINATION

Once coordination blocks A and B (if required) on the form are completed, the form is submitted to 47 FSS/FSR; 47 FSS/FSR will continue the necessary routing. The approval process may take up to fourteen (14) days. Please plan accordingly.

1. If the event does not involve the handling or preparation of food coordinate through:
 - a. Facility manager (i.e., BX manager, etc.)
 - b. 47 FSS/FSR
 - c. 47 FTW/JA
 - d. 47 FSS/CC
2. In the event does involve food preparation (.i.e., bake sale. Chili sale, or any event requiring food handling)
 - a. Facility manager (i.e., BX manager, etc.)
 - b. Public Health (47 MDG) - Hospital
 - b. 47 FSS/FSR
 - c. 47 FTW/JA
 - d. 47 FSS/CC