

FUNDRAISER REQUEST FORM

TO: 18 FSS/FSR Kadena Air Base, Japan	FROM: NAME RESPONSIBLE INDIVIDUAL/PHONE NUMBER/ EMAIL	DATE OF REQUEST
--	--	------------------------

NOTICE: I request authorization to hold below fundraising event. 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.

Additional POC	For Use of PO Office
	Q PO - UA

DETAILS of your event: <i>e.g., WHO: Marlins Magic, WHAT: wishes to hold a Bake sale for Donations only, WHERE: in front of the BX, WHY: funds to be used to offset cost of a unit party. (If necessary, attach more information on a separate page.)</i>	Yes No Check Yes or No
<p>WHO (Orgs Name):</p> <p>WHEN (TIME(s) and DATE(s):</p> <p>WHAT (Event Details with Price(s):</p> <p>WHERE (Location of Fundraiser):</p> <p>WHY(What the Profits will be going to) :</p> <p>Advertising: Official communication systems should not be used to advertise Private Organization fundraiser (and membership) events unless the primary purpose of the communication is for other than support of the Private Organization's efforts, but rather to notify unit Airmen of a local event of possible interest (e.g., lunchtime sale of food in a public area adjacent to the unit's geographic footprint). (T-2)</p>	<ol style="list-style-type: none"> 1. The requesting organization is primarily made up of SOFA status individuals. 2. Service members will be off duty while performing activities for Private Organizations. 3. The location of this event is considered away from the workplace. 4. This fundraiser involves conducting games of chance, lotteries, raffles, or other gambling-type activities. (If yes, see instructions 14) 5. This fundraiser involves handling or preparation food/beverages. (If yes, see instruction 3) 6. For private organizations, are your constitution/bylaws current and on file? (If no, see 18 FSS/FSRPO). 7. For private organizations, are your insurance coverage or waiver current and on file? (If no, see 18 FSS/FSRPO).

SIGNATURE (I understand, have initialed and agree to the instructions on the reverse side)

COORDINATION (Digitally Sign OR Print Name, Signature and Date)

Event Location	Water Use , Bldg 3621/Add. Support	Fire Prevention Bldg 739	Occupational Safety , Bldg 908
Public Health , Kadena Clinic	Anti-Terrorism Bldg 705 rm 219	Security Forces , Bldg 705	Marketing , Bldg 88

For Official use only **18 FSS/FSRPO will route the request to 18 FSS/FSR/FSRD, 18 WG/JA, and 18 FSS/CL or 18 FSS/CD.**
Once submitted, the process may take up to 21 days for approval.

PO Monitor	
18 WG/JA	
18 FSS/FSR/FSRD	
18 FSS/CD/CL	
APPROVED	DENIED

INSTRUCTIONS

Initial after reading each item below.

- _____ 1. Appropriate coordination and approval are required on all fundraising requests. Please ensure the proper agencies have reviewed your request and this form is kept on hand during the entire fundraiser.
- _____ 2. All fundraising activities must be coordinated through 18 FSS/DD or delegate. Fundraising is governed by, AFI 34-223, AFI 34-223 OI, AFI 36-3101 and DoD 5500.7-R **which should be reviewed in addition to these instructions.**
- _____ 3. Any fundraiser involving the sale or preparation of food/beverages must comply with AFI 48-116, *Food Safety Program*, and be coordinated with the KAB Public Health Office (located at the Kadena Hospital). Hand sanitizer must be available on site during the event.
 4. POs **must not** do anything that implies Federal endorsement of a fundraising event. All DoD members who participate in this event _____ must understand 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).
- _____ 5. Fundraiser requests must be submitted 21 days in advance of the event. PO's must be in compliance in order to have a fundraiser.
- _____ 6. Unofficial Activities and Private Organizations are limited to a **maximum of three (3) fundraisers per calendar quarter.**
- _____ 7. **Advertising may not occur until the fundraiser is approved by the reviewing commander. A copy of the advertisement must be included in the fundraiser packet for approval prior to dissemination.** Advertisement shall not contain any official names belonging to the AF (such as unit names, office symbols, and ranks). The facility manager is required to approve any advertisement prior to posting a flyer in a building on base.
- _____ 8. POs must prominently display the following disclaimer on all print and electronic media mentioning the PO's name confirming that the PO is not part of the DoD "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."
- _____ 9. Official communication systems should not be used to advertise Private Organization fundraiser (and membership) events unless the primary purpose of the communication is for other than support of the Private Organization's efforts, but rather to notify unit Airmen of a local event of possible interest (e.g., lunchtime sale of food in a public area adjacent to the unit's geographic footprint).
- _____ 10. The 18 WG/CC determines which areas of KAB 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).
- _____ 11. POs and unofficial activities must comply with all applicable federal, state, local, and foreign laws governing like civilian activities. It is the responsibility of the PO or unofficial activity to obtain proper tax-exempt information and forms through the regional Internal Revenue Service office and the state taxing authority.
- _____ 12. A fundraiser **may not** consist of frequent/continuous resale activities, prohibited from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging the use of any commercial business, or compete with AAFES, FSS or NAFI activities.
- _____ 13. Only during the CFC time frame are you able to donate to the CFC nationally recognized charities. All other funds wishing to be donated to such charities will commence at the start of next year's CFC. Donations given outside of the designated time frame for the CFC are not permitted. The list of all CFC recognized charities can be found at <http://cfcnc.org/charities.s>
- _____ 14. Fundraising raffles may be conducted on an Air Force installation by those Private Organizations that are composed primarily of Department of Defense personnel or their family members. (T-1) Such raffles provide a means of extending needed services or other assistance to members of the Department of Defense family, but failure to strictly follow the provisions below could result in the raffles violating JER Section 2-302. Unit unofficial activities are not authorized to conduct raffles.
- _____ 15. Private organizations will not sell or serve alcoholic beverages on Air Force installations. (T-1). EXCEPTION: At the discretion of the installation commander, Nonappropriated Fund Instrumentalities-operated Morale Welfare and Recreation programs may secure the aid of volunteers or persons providing gratuitous services to assist in the sale of Morale, Welfare and Recreation- procured alcoholic beverages. Nonappropriated Fund Instrumentality operated Morale Welfare and Recreation programs may also enter into contractual agreements with unit unofficial activities or installation Private Organizations, under which the military unit unofficial activity (such as a booster club) or Private Organization provides qualified personnel to assist the Nonappropriated Fund Instrumentality in selling alcoholic beverages at Morale, Welfare and Recreation events in exchange for a fee. Fees paid to military unit booster clubs or Private Organizations are deposited into the appropriate accounts; units will not require Airmen to participate in the event. (T-1). This may also apply to events, such as open houses or other special installation events. All personnel assisting the Nonappropriated Fund Instrumentality Morale Welfare and Recreation program to sell alcoholic beverages at such events receive appropriate "Dram Shop" training as outlined within AFI 34-219, Alcohol Beverage Program.
- _____ 16. **If an Unofficial Activities monthly average assets exceed \$1,000 over a 3-month period, the activity/organization must become a PO, discontinue on-base operations, or reduce its current assets below the \$1,000 threshold. Unofficial unit activities may temporarily exceed the asset limit (\$1,000) for a time period not to exceed six (6)-months; if the substantial majority (more than 75%) of assets will be expended on an upcoming large unit event such as a holiday party, military ball, etc. (T-3).**