

FUNDRAISER REQUEST FORM

TO: 6 SVS MacDill AFB, FL 33621	FROM: NAME OF RESPONSIBLE INDIVIDUAL/PHONE NUMBER	DATE OF REQUEST
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NOTICE: I request authorization to hold a fundraising event on MacDill AFB, FL. 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
SIGNATURE	DATE(s) OF LAST FUNDRAISER

To Complete Form Please Read Instructions on Reverse -Please Print-	NO. OF EXPECTED PARTICIPANTS	
	ADULTS	CHILDREN UNDER 12

<p>DETAILS of your event e.g.: WHO: Air Force Sergeants Association WHAT: wishes to hold a cookie sale, WHERE: in front of the BX, 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:</p> <p>What:</p> <p>Where:</p> <p>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>	<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: 10%;"></th> <th style="width: 10%;">Check</th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">or</th> <th style="width: 10%;">No</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">1.</td> <td></td> <td colspan="3">The requesting organization is primarily made up of AF/DoD members.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">2.</td> <td></td> <td colspan="3">All participants will be volunteers, not in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">3.</td> <td></td> <td colspan="3">This event will not involve food preparation. 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COORDINATION (see reverse)							
OFFICE	A:	B:	C:	D:	E:	F:	G:
Initials/ Date							

6 AMW/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)

_____ OTHER (_____)

Remarks:

Subject to Instructions _____.

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

APPROVED DENIED

REMARKS/LIMITATIONS

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 6 SVS and 6 AMW/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 AFI 33-119). Advertisement of the event may not appear to be an official Air Force or MacDill AFB endorsement of the event.
8. Finally, solicitation of DoD personnel junior in rank, grade or position is not allowed.

COORDINATION

Once submitted to 6 SVS, the approval process can take up to fifteen (15) days. Plan accordingly.

1. If event **does not** involve the handling or preparation of food, coordinate through:
 - A. Base facility proposed for use
 - B. 6 SVS/SVF
 - C. Legal Office (6 AMW/JA)
 - D. 6 SVS/CC
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 (6 MDG)
 - C. 6 SVS/SVF
 - D. Legal Office (6 AMW/JA)
 - E. 6 SVS/CC