**FUNDRAISER REQUEST FORM Tyndall AFB, FL**

**NAME OF REQUESTER / PHONE NUMBER**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE OF REQUEST**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**REQUESTER EMAIL ADDRESS**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*NOTICE: I request authorization to hold a fundraising event on Tyndall 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)** **TIME(s) and DATE(s) OF THIS FUNDRAISER**

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**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, lunch sale, etc.; **WHERE**: In the BX lobby, parking lot, etc.; **PURPOSE**: Funds will be used to offset the cost of a unit party). Please be as detailed and comprehensive as possible, attaching additional sheets if necessary.)

**WHAT**:

**WHERE**:

**PURPOSE:**

**PRICING:**

**YES NO** Check YES or NO

□ □ 1. Does the requesting organization consist primarily of Air Force / Department of Defense members?

□ □ 2. Will this event involve food preparation? (If yes, attach completed and signed Public Health application)

□ □ 3. Have you attached a copy of your proposed method of solicitation for the fundraiser? (Posters, flyers, circulars, telephone or email message, personal contact, booth, etc) All electronic/print media must have the disclaimer below.

□ □ 4. Will individuals be solicited other than organization membership?

If yes to #4 please check all that apply □ Tyndall Personnel □ Retirees □ Dependents □ General Public

□ □ 5. Have you listed on your poster/circulars the identity of the conducting organization and all uses for fundraising proceeds?

If no to #5 please explain □ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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□ □ 6. Have you read and understand all the instructions on the back side of this paper and will conduct the Private Organization activity in accordance with these instructions and regulations? \_\_\_\_\_ (Initial)

**INSTRUCTIONS**

1. Appropriate coordination and approval are required for all fundraising requests. Please route the request at least **four (4) weeks** prior to the event and 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 325 FSS and 325 FW/JA. Generally, fundraising is governed by AFI 36-3101, *Fundraising*, 9 Oct 18 and AFI 34-223, *Private Organizations Program*, 13 Dec 18.

3. DoD 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 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 in a non-administrative area. The installation commander defines “workplace” areas. The AFI provides examples of “workplace” areas (offices, hangars, flight line) and areas not considered to be the “workplace” (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms).

5. If fundraising in a work area is approved, sales must be exclusively directed to the membership of requesting organization. All proceeds from the fundraiser must only be used to benefit personnel in the respective military service or DoD agency by which the requesting organization’s membership is employed or donated to the Air Force assistance Fund (or, if applicable, the officially sponsored umbrella charitable fund for another military service.)

6. If the fundraiser involves athletic or other non-sedentary activities, including lifting, carrying, pushing or pulling, we will make sure all participants are made aware of proper safety practices and enforce their use.

7. The use of government resources will NOT be used. The use of government resources (such as government supplies, equipment and email) to advertise the sale is prohibited. This prohibition extends to using official Air Force letterhead, staff summary sheet to request event approval, **and government e-mail**).

8. A fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES or FSS-affiliated activities. Occasional sales, however, are permitted. “Occasional” has been defined as not more than three (3) times per quarter.

9. Private organizations and unofficial activities/organizations **may not** sell alcoholic beverages.

10. 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 environment free from unwanted intrusions. As such, access to military housing for door-to-door solicitation is and will be highly restricted.

11. **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.

12. Solicitation of DoD personnel junior in rank, grade, or position is prohibited.

13. Poster/circulars will disclose the identity of the conducting organization and all uses for fundraising proceeds.

14. All electronic/print media must have 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.

15. Raffles may be held, other forms of games of chance or gambling activity is NOT permitted. Participants in the raffle must **NOT** be required to pay to obtain a ticket. **Participants can only be told of a suggested donation**. Raffles can NOT benefit members of the club or organization ONLY and must benefit DoD personnel in general.

16. If the fundraiser benefits ONLY an external organization you may only accept a SUGGESTED DONATION. If the fundraiser benefits an external organization there may NOT be a required fee, ticket price, or entrance fee to allow individuals to participate.

17. All raffles must be in compliance with Florida Statute, Title XLVI, Chapter 849, Section 849.0935(3) and 849.0935(4).

18. If your entity is an **unofficial activity/organization**, attach a copy of its financial history for the last six months which shall include any monies it has received in the last 90 days.