

MacDill AFB – Private Org Fundraiser Request

All fundraising requests must be approved in advance by 6th FSS/DD. ***PO may not advertise your event until granted approval. Submit your request for approval at least 4 weeks prior to the fundraising event. Failure to complete this Fundraising Request Form will delay approval process.***

Policy

- **Official Capacity**: No sales or activities are authorized in your official capacity as a member of the Air Force or Federal Government. [JER 3-300]. You must engage in fundraising in your personal capacity, be on leave or special pass and out of military uniform. Fundraisers are to be conducted **away from** the workplace. The installation commander determines which areas of the installation are/are not workplaces. Examples of what are considered “workplaces” are offices, hangars, flight line. What is not considered “workplaces” base quarters, entrances, lobbies or concourses of buildings, schools, chapels and breakrooms.
- **Government email may not be used in furtherance of this fundraising.** (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. Once fundraising is approved, can advertise through: Staff Bulletin board, fliers and word of mouth, or the 6th Public Affairs Office.
- **If fundraising involves food**, POs activities must obtain food handlers training from Public Health (6 MDG) and obtain verification signature on the *fundraising* request form. Also, alcoholic beverages cannot be sold per AFI 34-219, Alcoholic Beverage Program, para 2.3.
- **Sales that compete with others**: Items purchased from the Commissary or AAFES cannot be re-sold. You must not engage in activities that duplicate or compete with AAFES, with Services activities, or with a NAFI (i.e. Clubs, Outdoor recreation, etc.).
- **Raffles**: Fundraisers cannot involve games of chance, lotteries, raffles or other gambling-type activities, except as provided for in AFI 34-223, *Private Organization Guide (PO must be a registered 501c and only allowed off base)*
- **Soliciting funds**: You may not solicit funds (i.e. request donations) for your organization on base. Solicitation of DoD personnel junior in rank, grade or position is not allowed.
- **Drives**: Dives /collections are NOT considered fundraising. Collection points must be in common areas, not in the workplace. Cash and gift cards are discouraged.
- Fundraising may or may not be approved, pending legal review, during the Combined Federal Campaign (CFC) or Air Force Assistance Fund campaign (AFAF).

Coordination

Once submitted to 6 FSS, **the approval process can take up to 20 Duty days.**

- A. Base facility proposed for use (**Requesting Org**)
- B. 6 FSS/FSR or 6th Public Health (6 MDG) - If event **involves** food i.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through the Public health (**Requesting Org**)
- C. Submit to 6 FSS/FSR Private Organization Coordinator (**Requesting Org**)
- D. Legal Office (6 ARW/JA) (**6 FSS/FSR Private Organization Coordinator**)
- E. 6 FSS/DD (**6 FSS/FSR Private Organization Coordinator**)

For questions about Private Organization or Fundraiser, please contact NAF Accounting Office, 6 FSS/FSR at 813-828-2400 or 6fss.fsr.privateorg@us.af.mil

Fundraising Request Form

Organization:	Request Submission Date:
Point of Contact: (No Rank)	Contact Phone Number:
Date & Time of Fundraiser:	This is our _____ fundraiser of the quarter.
	Previous Fundraiser Date: _____ Fiscal year quarters: Oct-Dec / Jan-Mar / Apr-Jun / Jul-Sep *Maximum 3 per quarter*

Advertising may not occur until the fundraising is approved

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.

Details of the fundraiser

Description of fundraiser (Detailed): *(Bake Sale, Car Wash, Run)*

Charges/Cost: *(What are you charging)*

Location of fundraiser: *(Where is this event taking place)*

Purpose of fundraiser (Detailed): *(What will the funds be used for)*

Questions	Yes	No
The requesting organization is primarily made up of AF/DoD members.	<input type="checkbox"/>	<input type="checkbox"/>
We understand that participants will be volunteers, NOT in uniform? If the fundraiser is conducted during duty hours, will be on leave or special pass.	<input type="checkbox"/>	<input type="checkbox"/>
We understand that IAW AFI 34-223 Paragraph 10.1.2.3 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: — <i>This is a private organization. It is not a part of the department of defense or any of its components and it has no government status.</i>	<input type="checkbox"/>	<input type="checkbox"/>
The location of this event is NOT considered the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
We understand that 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).	<input type="checkbox"/>	<input type="checkbox"/>
Will this event involve food sale, preparation or handling? (If YES , contact 6 MDG, Public Health 813-827-9601 for safe food handling training)	<input type="checkbox"/>	<input type="checkbox"/>
Are all organization documents up to date, including minutes, financials, insurance waiver and officer list?	<input type="checkbox"/>	<input type="checkbox"/>
Is this fundraising event going to occur during CFC (fall) or AFAF (spring) drives?	<input type="checkbox"/>	<input type="checkbox"/>

Coordination

6 MDG (Public health)	Facility (Location of event)	6 FSS/FSR	Other if required
Sign:	Sign:	Sign:	Sign:
Date:	Date:	Date:	Date:

6 ARW/JA Recommendation: Approved: Denied:

Signature: _____

Qualifies as: A local internal program **away** from work place A local internal program **at** the workplace

AFI 36-3101, para 2.6.4. AFI 36-3101, para 2.6.4

Remarks:

6 FSS/DD Decision of Approval: Approved: Denied:

Signature: _____

Remarks:

MacDill AFB, FL Fundraiser Request

INSTRUCTIONS

Read each item below and acknowledge understanding by initialing to the left.

- _____ 1. Generally, fundraising is governed by DoD 5500.07-R, AFI 34-223, and AFI 36-3101, which should be reviewed.
- _____ 2. Appropriate coordination and approval from the agencies listed is required **BEFORE** conducting / advertising a fundraiser:
- | | |
|--|----------------------------|
| A. 6 FSS/FSR (DSN 968-2400) | D. Safety (DSN 968-3383) |
| B. Facility proposed for fundraiser AAFES (840-0511) 6 CES (828-3577), Unit | E. 6 ARW/JA (DSN 968-4421) |
| C. Public Health (827-9601) – only if the event involves handling/preparing food | F. 6 MSG/CD (DSN 968-4545) |
- _____ 3. 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. A DoD employee shall not knowingly solicit or make solicited sales to DoD personnel who are junior in rank, grade or position, or to the family members of such personnel, on or off duty. DoD 5500.07-R, Section 5-409.
- _____ 4. Private organizations **are prohibited** from engaging in any conduct that has the effect of advertising for, making referrals to, or encouraging the use of any commercial business concerns. AFI 34-223, paragraph 10.13.
- _____ 5. Private organizations may NOT conduct games of chance, lotteries, raffles, or other gambling-type activities other than those permitted by AFI 34-223, paragraph 10.20. Raffles must comply with all state and local laws (Florida Statute 849.0935, Title 11 Division 1, Chap 4.6.). POs may conduct raffles if: Organization is exempt from federal income taxation pursuant to 26 U.S.C. s. 501(c)(3), (4), (7), (8), (10), or (19), and which has a current determination letter from the Internal Revenue Service, and its bona fide members or officers. Raffles must be held away from the workplace.
- _____ 6. Fundraisers are to be conducted away from the workplace. The installation commander determines which areas of the installation are and are not workplaces. AFI 36-3101, paragraph 2.6.4 provides examples of what are considered “workplaces” (e.g., offices, hangars, flight line) and what are not (e.g., base quarters, entrances, lobbies or concourses of buildings, schools, chapels).
- _____ 7. A fundraiser may not consist of frequent or continuous resale activities, or duplicate or compete with AAFES activities or Services NAFIs. AFI 34-223, paragraphs 10.8. However, occasional sales are permitted. Occasional has been defined as not more than three (3) per calendar quarter.
- _____ 8. POs and unofficial activities/organizations may accept gifts and donations, but **solicitation** of gifts or donations is **prohibited** on base. AFI 34-223, paragraph 10.19.1.3. **Off-base solicitations** must clearly indicate they are for a PO and not for the base or any official part of the Air Force (see #4). No fundraising events whatsoever may take place in Federal workplaces other than common areas. Workplace (desk-to-desk) collections are not allowed in such circumstances AFI 36-3101 paragraph 5.3.4.6.
- _____ 9. 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. LIMITED SYSTEMS: AFI 34-223 para 11.1.3
- _____ 10. **Advertising may not occur until the fundraiser is approved. A copy of any proposed advertisement must be included with this request.** POs must prominently display the following disclaimer on all advertising, “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.” AFI 34-223, paragraph 10.1.2.3. Contact the building facility manager before posting advertising materials. Official DoD or unit seals, rank, title, duty email, official letterhead, and duty phone number may not be used.
- _____ 11. POs and unofficial activities/organizations may **NOT** sell or serve alcoholic beverages. AFI 34-223, paragraph 10.14.
- _____ 12. Any fundraiser involving the sale or preparation of food must comply with AFI 48-116, *Food Safety Program*, and be coordinated with the Public Health Office.
- _____ 13. POs may hold up to three (3) fundraisers per calendar quarter:
Q1 (Jan Feb Mar), Q2 (Apr May Jun), Q3 (Jul Aug Sep), Q4 (Oct Nov Dec) *Coordinate early for AFAF and CFC months
- _____ 14. Even with an insurance waiver, the approval authority may still require liability insurance for specific events that involve a greater risk of injury or damage.
- _____ 15. This form must be kept on hand and properly displayed during the entire fundraiser.
- _____ 16. THE COMMANDER MAY **WITHDRAW** AUTHORIZATION OF ESTABLISHMENT OR OPERATION OF A PO IF IT IS PREJUDICE OR DISCREDITS THE U.S GOV, CONFLICTS WITH GOV ACTIVITIES, OR FOR ANY OTHER REASON OR JUST CAUSE. (AFI 34-223 para 5.2)

Once submitted to 6 FSS/FSR, the approval process can take up to thirty (30) business days. Please plan accordingly.

For questions about Private Organizations or Fundraising, please contact 6 FSS/FSR at 813-828-2400 or 6fss.fsr.privateorg@us.af.mil