

GUIDELINES FOR FUNDRAISERS

1. To fundraise on Nellis Air Force Base (NAFB) and Creech Air Force Base (CAFB) you must have Private Organization status. Private Organizations are authorized two (2) fundraisers per quarter.

2. Private Organizations planning to have fundraisers on NAFB must submit a written **letter** request to 99 FSS/FSR containing the following information:

Note: Letter should be on your private organization/booster club letter head, NOT on an official Department of the Air Force letter head.

- a. Name of organization sponsoring the event.
- b. Date and time of event.
- c. Place of event and approval from activity responsible for oversight of location.
- d. Type of fundraiser and purpose of funds raised.
- e. List of personnel to be contacted and phone numbers in case of problems, changes in availability of facility, oversight of fundraiser, etc.
- f. If you plan to sell food (hot dogs, hamburgers, baked goods, etc.), you must contact Military Public Health, Bldg 1300, 653-3351; office hours are 0730-1630 (appointments are not necessary). You will be given a briefing of "Do's and Don'ts" on how to properly prepare food items. Individual providing briefing will initial and date fundraising request on the upper right hand corner.
- g. When conducting fundraisers in or around AAFES facilities, FSR staff will coordinate with Store Manager.
- h. When conducting fundraisers in or around DECA facility, FSR staff will coordinate with Store Director.
- i. Requests for fundraisers must be received by this office not later than two weeks prior to event.
- j. Alcoholic Beverages can only be sold by 99th Force Support Squadron and AAFES on NAFB and CAFB.
- k. Do not include rank on fundraiser requests.

3. Submit all requests for fundraiser approval to:

99th Force Support Squadron
99 FSS/FSR
4420 Grissom Ave, Suite 207
Nellis AFB NV 89191-6522