

FUNDRAISER REQUEST FORM

(see pages 2-3 for instructions)

TO: 99 FSS Nellis AFB, NV 89191	FROM: NAME OF RESPONSIBLE INDIVIDUAL	CONTACT PHONE	DATE OF REQUEST
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NOTICE: I request authorization to hold a fundraising event on Nellis/Creech AFB, NV. 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 on 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
	LOCATION OF FUNDRAISER

# OF FUNDRAISERS CONDUCTED THIS QUARTER BY PO	NAME /SIGNATURE OF REQUESTOR
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DESCRIBE THE FUNDRAISING ACTIVITY:	Yes	No	Check Yes or No
DESCRIBE WHAT FUNDS WILL BE USED FOR:			<ol style="list-style-type: none"> 1. I have read and understand all instructions and requirements of PO fundraisers on the reverse side. 2. This organization is comprised primarily of DoD Employees. 3. All participants will be volunteers, not in uniform. If the fundraiser is conducted during duty hours, volunteers will be on leave or special pass. 4. This event will not involve food preparation. (If so, Public Health approval required) 5. The location of this event is not considered the workplace. 6. This event will not involve solicitation in base housing. 7. There will be no serving/selling of alcohol at this event.

COORDINATION (Administrative Only)

OFFICE SYMBOL:	A: Proposed Facility	B: Public Health	C: 99 FSS/FSR	D: USAFWC/JA	E: 99 FSS/CC
SIGNATURE:					

USAFWC/JA RECOMMENDATION: APPROVAL DENIAL

REMARKS:

Signature: _____ Review Date: _____

DECISION OF APPROVAL AUTHORITY: Your request to conduct a FUNDRAISER at the time(s) and date(s) indicated is:

APPROVED DENIED

REMARKS/ LIMITATIONS

APPROVING AUTHORITY NAME, GRADE, & DUTY TITLE	SIGNATURE
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INSTRUCTIONS

1. Appropriate coordination and approval is required on all fundraising requests. Allow a **minimum of 15 days** for approval after submission to 99 FSS. Required coordination:
 - If the event does not involve the handling or preparation of food, coordinate through:
 - Base facility proposed for use → 99 FSS/FSR → Legal Office (USAFWC/JA) → 99 FSS/CC
 - If the event does involve food preparation (e.g., bake sale, chili cook-off), coordinate through:
 - Base facility → Public Health (99 MDG) → 99 FSS/FSR → Legal Office (USAFWC/JA) → 99 FSS/CC
2. PO fundraising activities must comply with applicable regulations of DoDI 5500.7-R, AFI 34-223, and AFI 36-3101.
3. **POs may hold up to three (3) fundraisers per calendar quarter.** A fundraiser may not consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities.
4. Private Organizations **must not imply Federal endorsement** of a fundraising event. Official DoD or unit seals, rank, title, duty email, official letterhead, and duty phone number may not be used. All print or electronic media used must prominently display the 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.”
5. 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.
6. **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.
7. Fundraisers typically must be held **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, BX). There are very limited circumstances under which fundraisers may be held in areas designated “at the workplace.” We encourage you to utilize an area designated as “away from the workplace” if possible. All NAF activities (e.g. The Club, Community Commons, Golf Course, etc...); Commissary; Base Exchange (including shoppettes) have been designated as “away from the workplace.”
8. Solicitation of DoD personnel junior in rank, grade or position is not allowed.
9. Door-to-door solicitation is 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.
10. POs may NOT conduct fundraisers during active the active Combined Federal Campaign or Air Force Assistance Fund campaigns. All proceeds from fundraisers conducted during CFC/AFAF must be contributed to CFC/AFAF.
11. POs may not serve or sell alcohol under any circumstances.

12. **Raffles:** In accordance with AFI 34-223 para. 10.20, 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.
- a. Raffles must be authorized in advance by the Installation Commander or designee.
 - b. All requests to conduct raffles must be reviewed by the servicing Staff Judge Advocate's office and a raffle counts towards the overall Private Organization's limit to hold not more than three fundraisers per calendar quarter.
 - c. Raffles must not be conducted in the workplace and cannot be conducted by military members or civilian employees during their duty time, and military members may not conduct raffles while in uniform at any time.
 - d. Raffles must be held to support the Private Organization's routine operations or for the direct benefit of Department of Defense personnel or their family members. (T-1) Raffles may not be authorized to raise money for an outside cause local or national group, such as local regional or national charities (including the Combined Federal Campaign). Raffles may be utilized for the benefit of the Air Force Assistance Fund if 100% of the proceeds are donated to the Fund.
 - e. Raffles must comply with State and local laws of the jurisdiction in which the installation is located and comply with any applicable requirements of such laws: Under Nev. Rev. Stat. § 462, a PO may only hold a Raffle in support of a charitable, civic or other community welfare purpose. Raffles must comply with all state and local laws. POs may conduct these types of raffles if: (1) the raffle will raise under \$2,500; AND (2) the PO is a certified as a non-profit organization whose major activities are conducted for "charitable or community betterment purposes." Raffles must be held away from the workplace. (**the Nevada Gaming Board has certified Nellis and Creech PO's as non-profit organizations provided they follow the guidelines for notification of lotteries/raffles**).