

Sheppard AFB Fundraising Checklist

Private Org/Unofficial Activity Name	Event Date
GENERAL	
<p>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: "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"</p>	INIT.
POs and unit unofficial activities must comply with all applicable federal, state, local, and foreign laws governing like civilian activities.	
POs officer and member and unofficial activities' actions must not prejudice or discredit the United States Government or conflict with governmental activities.	
POs and unit unofficial activities are prohibited from actions which might make it appear that the installation is endorsing or giving special treatment to the donors involved.	
POs and unit unofficial activities and unofficial activities/organizations will not engage in activities that duplicate or compete with AAFES or FSS NAF Instrumentalities.	
POs must furnish their own equipment, supplies, and other materials:	
<p>The use of government equipment and systems for other than official purposes is extremely limited,</p> <ul style="list-style-type: none"> * May be used to inform Airmen of PO events of possible interest to the unit and its families. * Should not be used to advertise PO fundraisers (and membership) events unless the primary purpose of the communication is for other than support of the PO's efforts, but rather to notify unit Airmen of a local event of possible interest (e.g. lunchtime sale of food in a public area) 	
Contributions or sales will NOT be sought during duty hours in the work place. (lunch hours are permissible). Conference rooms and break rooms are permitted. Fundraising will not be done in uniform.	
POs and UAs are prohibited from selling alcoholic beverages.	
POs must otherwise comply with AFI 36-3101, Fundraising in the Air Force.	
FOOD SALES	
Any sale of food will be coordinated through Military Public Health. (Select N/A if not selling food and skip next two questions)	SEL.
Signed / Temp Food Handler Attached.	
Signed / Temp Food Sales Request Attached.	
RAFFLES	
Fundraising raffles may be conducted on an Air Force installation by those POs that are composed primarily of DoD personnel or their family members. Such raffle provide a means of extending needed services or other assistance to members of the DoD family, but failure to strictly follow the provisions provided in AFI 34-223, para, 10.20 -10.20.7, could result in raffles violating JER 2-302. Unit unofficial activities are not authorized to conduct raffles. Raffles must not be conducted by military members or civilian employees during their duty time. Military may not conduct raffles while in uniform. (Select N/A if not conducting a raffle and continue to next section.)	SEL.
DURING CFC/AFAF	
CFC Campaign, 8-weeks, usually 15 Oct - 15 Dec / AFAF Campaign, 6-weeks, usually 15 Mar - 30 Apr (Select N/A if not selling fundraising during CFC or AFAF and continue to signature.)	SEL.
Fundraising for Holiday Party.	
Fundraising effort includes donation of _____% of net proceeds to CFC / AFAF.	

Signature of Private Organization Officer or Designated POC

FUNDRAISER REQUEST FORM

Private Org/Unofficial Activity Name	POC for this fundraiser	Daytime Phone for POC:

FROM	TO	LOCATION OF EVENT	NUMBER OF PARTICIPANTS
DATE:	DATE:		ADULTS
TIME:	TIME:		UNDER AGE 12

DETAILS OF YOUR EVENT - Be very detailed in describing the event.

Any flyer that will be used to advertise are required to be attached to this request for review/approval and must contain the following disclaimer: "This is a private organization. It is not a part of the Department of Defense or any of its components & it has no governmental status."	Attached
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I request authorization to hold a fundraising event. If approved, I expressly agree to indemnify & hold the United States of America harmless from & against any & all claims, loss, & liability, however caused, arising out of, or in any way connected with the fundraising event for which approval was granted pursuant to this agreement, 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 that I cannot advertise this event until it has been approved.

I have read & understand the contents of AFI 34-223 fundraising procedures and will comply with all guidance within.

THIS FUNDRAISER REQUEST FORM SHOULD BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE START OF THE FUNDRAISER.

SIGNATURE OF EVENT POC:	
SIGNATURE OF PRESIDENT/VP:	

This Event is scheduled during CFC or AFAF.	CFC	AFAF	N/A
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COORDINATION

<input checked="" type="checkbox"/> _____ Bldg Custodian/Facility Manager	Event Loc./Bldg Custodian Approval: Approve Disapprove	REMARKS:
<input checked="" type="checkbox"/> _____ PO Monitor	P.O. Monitor Verifies that PO/UA documents are on file and in compliance with AFI 34-223.	REMARKS:
<input checked="" type="checkbox"/> _____ AAFES	AAFES Recommendation: Approve Disapprove	REMARKS:
<input checked="" type="checkbox"/> _____ PUBLIC HEALTH	Public Health Recommendation: Approve Disapprove	REMARKS:
<input checked="" type="checkbox"/> _____ 82 TRW/JA	82 TRW/JA Recommendation: Approve Disapprove	REMARKS:
<input checked="" type="checkbox"/> _____	Recommendation: Approve Disapprove	REMARKS: