Sheppard AFB 82 FSS Fundraiser Request Form

All fundraiser request forms must be typed. No handwritten request will be accepted.
After submission, the final approval can take up to fourteen (14) workdays, Please plan accordingly and submit requests as early as possible.

Name of Organization	Dates/Times of this Fundraiser	Location
Name of Private Organization	Nov 10-11	offbase

Event Name	Facility Manager (if other than FSS Facility)
Bowling Tournament	

Fundraiser POC Name	Email	Phone Number (Daytime)
Your Name	Your.email@server.mail	940-123-4567

Event Description

We are going to do this thing at this place during this time. Our members will sell tickets during off duty hours (lunch) to these people. Advertising will consist of hanging various flyers in these locations and via social media.

Purpose (funds are going to be used for):

To support our organizations annual holiday party and provide funds for our future events.

I request authorization to hold a fundraising event on Sheppard Air Force Base. 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 cause, 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 that members of this Private Organization are jointly and severally liable for this organization's debts.

Flyer is attached and contains proper disclaimer.	Yes ◯	N/A ◯
Required PH Paperwork attached if food is being prepared for this event.	Yes ◯	N/A ◯
Event occuring during CFC/AFAF does not conflict with DAFI 36-3101.	Yes ◯	N/A ◯
This event does not compete with AAFES or FSS activities.	Yes ☐	
I understand we may not be in uniform or on duty during this event.	Yes ☐	
I understand this event may not be advertised until approval is received.	Yes ☐	
I understand Joint Ethics Regulation prohibits the use of DoW communication resources (telephones, fax machines, E-mail, the Internet) or any other Government resource in any manner that would reflect adversely on the DoW, which specifically includes soliciting and selling (JER sec. 2-301.a. and b).	Yes ☐	

Event POC Signature:		President/VP Signature:	

After signing, you will forward this request form to 82FSS.FSRI.PrivateOrg@us.af.mil to begin coordination of approval.
Forward signed document a minimum of 14 business days in advance of event date.

PO Monitor Recommendation ☐ Approve ☐ Disapprove
Remarks

82 TRW/JA Recommendation ☐ Approve ☐ Disapprove
Remarks

Decision of Approval Authority

82 FSS Decision ☐ Approve ☐ Disapprove
Remarks