

# REQUEST FOR FUNDRAISING ACTIVITY

**INSTRUCTIONS:** Use this form to request approval to conduct a fundraising activity on RAF Alconbury/Molesworth, United Kingdom. Do not advertise or begin your fundraising activity until you have received written approval from the appropriate authority. Coordinate with other facilities if applicable and obtain their written consent. Submit this request through the local Private Organizations Monitor via email at 423fss.fsr.PrivateOrgs@us.af.mil at least six weeks before the fundraising event date. Failure to provide the requested information may delay the approval. Keep approved copy for your records and while fundraising.

Unit Unofficial Activities (UOA) can use this form only if they are fundraising outside their unit. UOA are not allowed to fund raise outside Air Force installations.

## I. REQUESTOR DATA:

ORGANIZATION NAME	NAME OF REQUESTING INDIVIDUAL	CONTACT NO.	DATE OF REQUEST	DATE OF EVENT
PRIVATE ORGANIZATION	UNOFFICIAL ACTIVITY	PO PROOF OF INSURANCE <small>YES NO</small>	OR WAIVER BY ABG/CC <small>YES NO</small>	# OF REQUESTS THIS QTR

## II. EVENT DATA

1. Provide description of the fundraising activity (be specific).
  
2. How will the proceeds of this fundraising be used?
  
3. How many volunteers will work on the event (approx)?
  
4. Provide location of the activity(choose a centralized location).
  
5. Are any other organizations besides yours, including any on-base entities, planning on conducting this event, or receiving any proceeds raised?If yes, please provide the name(s).
  
6. Will prizes be awarded at the event?                      If yes, describe in detail on a separate page, the source of the prize and the type of prize.
  
7. Do you intend to serve or sell food?                      If yes, you must follow the appropriate rules and obtain written approval from 423 MDS Public Health.
  
8. Will the event involve soliciting on base?                      Off-base?

## III. CERTIFICATION

By initialing and signing below, I certify that I have read and understand the following guidelines, as provided by the relevant authorities that govern fundraising within the Air Force (AFI 36-3101, AFI 34-223, DoD 5500.7-R, and Joint Ethics Regulation). *Please note that additional guidelines, not listed below, may apply to the specific circumstances of your event.*

INITIALS	GUIDELINES
	I certify that the organizations may conduct a maximum of 3 fundraising activities per quarter and 12 per calendar year.
	I certify that the fundraising must not consist of frequent/continuous resale activities or compete with AAFES, 423 FSS, or NAFI.
	I certify that the personnel who volunteer to work during a fundraising event will not be on official duty time and therefore will not wear uniform. Civilian employees and military personnel must be on leave, lunch, compensatory time off, or on a regularly scheduled break.
	I certify that the fundraising must be conducted away from the workplace (no desk to desk solicitation & deliveries). Away from the workplace defined by the installation CC may include lobbies, the base housing area, in front of the base exchange, or the Commissary.
	I certify that I understand the use of official channels (flyer NOT email) to notify others of the event is authorized provided there is no appearance of endorsement by the federal government and no government resources are used to produce the flyer.
	I certify that I understand that fundraising must be appropriately coordinated and ads should only be posted in common areas on bulletins that are used for similar purposes. I will not advertise or fund raise without appropriate approval from the Commander.
	I certify that the organization will display the following disclaimer on all print and electronic media: "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."
	PO & UA only: I certify that I understand that off-base solicitations are permissible, but must clearly indicate that they are for a PO or UA and not any RAF Alconbury/Molesworth agency/unit, teh USAF, or the DoD and that donor/gift recognition may not be made publicly. However, recognition for contributions may be made to members of the PO or UA.

INITIALS	GUIDELINES			
	I certify that I understand that organizations will not sell or serve alcoholic beverages on Air Force Installations (AFI34-223, 10.14).			
	I certify that if the fundraising event involves the sale of food, personnel must coordinate with 423 MDS Public Health.			
	I certify that I understand members participating in the fundraiser may not solicit or coerce junior ranking members to participate. Soliciting at military family housing is strictly prohibited (if applicable).			
	I certify that I understand that personnel who volunteer to work on fundraisers must be informed that they are acting in their individual, NOT an official capacity, and that they may be held personally liable for any or all damage to persons or property caused by their negligence during this fundraising. The DoD, the USAF, and RAF Alconbury/Molesworth assume no liability for persona injury, death, or property damage arising from this fundraising.			
	I certify that I understand that fundraising is NOT an official government purpose so government equipment use is not authorized. I understand government email may NOT be used in furtherance of this fundraising activity. It is only appropriate when it is used to notify airman and their families about other similar PO events, volunteer opportunity, and community events. If this prohibition or any other requirement of the JER and AFI is infringed, the Commander may withdraw authorization from PO to operate on the base.			
SIGNATURE			DATE SIGNED	
<b>COORDINATION (PLEASE HAVE THE APPROPRIATE FACILITY SIGN OFF ON YOUR REQUEST)</b>				
FACILITY	APPROVED TO USE	NAME	SIGNATURE	DATE
AAFES (BX, SHOPETTE)				
THE STUKELEY INN				
CHAPEL ANNEX (KITCHEN)				
COMMISSARY				
FITNESS CENTER				
LIBRARY				
BOWLING CENTER				
POST OFFICE				
<b>YOUR FACILITY</b> Is your fundraiser in your building? YES NO				
OTHER				
<b>PUBLIC HEALTH REVIEW</b>				
COMPLIANT:	NAME:	SIGNATURE:	DATE:	
<b>423 CES/CEIE (CHIEF ENVIRONMENTAL) REVIEW</b>				
Does your fundraising activity involve harmful chemicals (e.g., car wash)?				
COMPLIANT:	NAME:	SIGNATURE:	DATE:	
<b>PRIVATE ORGANIZATION OFFICE REVIEW</b>				
COMPLIANT:	EXCEEDED THREE/QUARTER:	SIGNATURE:	DATE:	
<b>JUDGE ADVOCATE REVIEW</b>				
LEGALLY SUFFICIENT:	REMARKS:			
LEGALLY INSUFFICIENT:				
NAME & GRADE:	SIGNATURE:	DATE:		
<b>COMMAND APPROVAL (INSTALLATION COMMANDER OR DELEGATE)</b>				
APPROVED:	REMARKS:			
DENIED:				
DATE	NAME AND GRADE/RANK	SIGNATURE		

Once you have filled out the form and coordinated with all facilities you may be using during your event, please email the form to the Private Org and monitor for routing to the 501 CSW/JA and 423 FSS/CC. Routing may take a minimum of 14 days depending on time of the year.