

# REQUEST FOR APPROVAL TO CONDUCT A FUNDRAISING EVENT

**Instructions:** This Request for Approval to Conduct a Fundraising Event on Joint Base Langley Eustis is subject to the approval of the 633d Force Support Squadron Commander (633 FSS/CC) or 733d Force Support Division Leader (733 FSD/CL). Return completed requests to 633 FSS/FSRBL. You may not advertise or begin your fundraising event until you have written approval from 633 FSS/FSRBL. If approved by 633 FSS/CC or 733 FSD/CL, please have a signed copy of this request at the fundraising event. Even after written approval is granted, potential violations of the Joint Ethics Regulation (DoD 5500.7-R) and relevant Air Force Instructions (to include but not limited to AFI 36-3101 & AFI 34-223) covering these matters may result in that approval being rescinded.

**\*\*\*\*Please plan and submit your request at least 6 to 8 weeks before your event date.\*\*\*\***

## I. REQUESTOR DATA

ORGANIZATION NAME		NAME OF REQUESTING INDIVIDUAL		CONTACT PHONE NUMBER	DATE OF REQUEST	DATE OF EVENT
<b>TO BE COMPLETED BY 633 FSS:</b>						
PRIVATE ORGANIZATION?	YES	IF YES, PROOF OF INSURANCE?	YES	IF NO, WAIVER ON FILE?	YES	Number of fundraisers organization has had this calendar quarter.
	NO		NO		NO	

## II. EVENT DATA

1. State **when, where,** and at **what time** the event is planned for.
2. What type of event are you planning? Describe what the personnel working the event will be doing. Describe who the personnel are conducting the fundraising (e.g. AD, Civ, etc.)
3. How will the proceeds of this fundraiser be used?
4. Approximately how many volunteers will work the event?
5. How will you promote or advertise your proposed event? Be specific and attach a copy of all media to be distributed (i.e. flyers, cards, posters, leaflets, etc.).
6. Are **any** other organizations other than yours, including any on-base **or** off-base entities, planning or conducting this event, or receiving any proceeds raised If yes, please provide the name(s) of the organization(s).
7. Will prizes be awarded at the event? If yes, describe in detail **on a separate page** the source of the prizes, the type of prizes, how winners will be selected, what customers must do to be eligible to receive a prize, and whether every customer will receive a prize.
8. Do you intend to sell or serve alcohol?
9. Do you intend to sell food?  
If yes, you must attach a copy of a temporary food handler's permit from **633 AMDS/SGPM Public Health (Langley) (764-6731)** or **Preventive Medicine (Eustis) (314-7500 ext. 8031)** to this application.
10. Will the event involve soliciting on base?      Off base?

## III. COORDINATION OF EVENT

If the fundraising event requires the use of a base agency, you must obtain permission from that agency in order for 633 FSS/CC or 733 FSD/CL to consider this request. For example, if your fundraiser is to take place in base housing or in front of the Base Exchange or the Commissary, you need permission from those agencies. If your fundraiser will attract a large number of people, you need to coordinate with 633 SFS/SFOL (Langley) 733d SFS (Eustis) for traffic and/or crowd control. You should also coordinate with 633 SFS/SFOL if your event will attract people from the local community requiring a sponsor to enter Joint Base Langley-Eustis (JBLE). Put N/A for the agencies that do not apply.						FSS/FSE – Base Exchange
						FSS Activity
						CES/CEH – Base Housing
						AMDS/SGPM – Food Permit
Office	FSS/FSE	FSS Activity	CES/CEH	AMDS/SGPM	DeCA/CE	SFS/SFOL
Initials/date						
						DeCA/CE – Commissary
						SFS/SFOL – Security Forces

## IV. 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 (see, e.g., AFI 36-3101, AFI 34-223, DoD 5500.7-R. Please note that depending upon the specific facts and circumstances of your event, additional guidelines, not listed here, may apply to your event.):

INITIALS			
	Private Organizations must prevent the appearance of an official sanction or support by the DoD. <b>AFI 34-223, para. 10.1.</b>		
	Private Organizations may conduct a maximum of 3 fundraisers per quarter. <b>AFI 34-223, para. 10.10.2.</b>		
	Private Organization fundraiser volunteers must not be on official duty time. <b>AFI 34-223, para. 1.3.2.</b>		
	Private Organizations may not represent or imply to any customers that the fundraiser is affiliated with the USA or USAF or any unit at JBLE. Must include the following disclaimer on all media for the event: <b>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.</b> <b>AFI 34-223, 10.1.2.3.</b>		
	Private Organization fundraisers must be in installation common areas, such as base quarters, entrances, lobbies, hallways, concourses or break areas of buildings, schools, or chapels. <b>AFI 36-3101, para. 2.6.4.</b>		
	Private Organization should not use official communication systems to advertise Private Organization fundraisers. <b>AFI 34-223, para. 11.1.3.</b>		
	Private Organizations and unofficial activities may not directly solicit cash donations for their organization on base. <b>AFI 34-223, para. 10.19.1.</b> Unofficial activities will not solicit gifts. <b>AFI 34-223 10.19.1.3.</b>		
	Unofficial activities will not solicit gifts. Off-base solicitations by Private Organizations will make clear the solicitation are for a Private Organization and not for the JBLE or DoD. Donor/gift recognition may not be made publicly. However, recognition for contributions may be made to members of the PO/unofficial activity/organization. <b>34-223 10.19.1.3.</b>		
	If the fundraising event involves the sale of food, personnel must obtain a temporary food handler's permit through <b>633 AMDS/SGPM Public Health (Langley) (764-6731) or Preventive Medicine (Eustis) (314-7500 ext. 8031).</b>		
	Private Organizations <b>may not</b> serve or sell alcoholic beverages, unless in rare circumstances. <b>AFI 34-223, para. 10.14.</b>		
	Private Organizations may conduct fundraising raffles. The raffle must be for the benefit of the private organization, cannot have a monetary prize, cannot be in the workplace, and participants cannot participate during duty time or in uniform. Private Organizations must also abide by local and State regulations. Unit unofficial activities are not authorized to conduct raffles. <b>AFI 34-223 10.20. &amp; 10.20.1.</b>		
	Personnel who volunteer to work on private organization fundraisers must be informed they are acting in their individual capacity, not in 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 fundraiser. The DoD, the USA, the USAF, and JBLE assume no liability for personal injury, death, or property damage arising from this fundraiser.		
	If this request for approval to conduct a fundraising event is approved, I agree to indemnify and hold the United States of America harmless from and against any and all claims, loss, injury and liability, arising out of or in any way connected with the use of the approved facility(ies), whether or not caused or contributed to by any negligence or alleged negligence on the part of any employee of the United States or member of the United States Armed Forces.		
DATE SIGNED	<b>SIGNATURE</b>		
<b>FSR REVIEW</b>			
	APPROVAL	REMARKS	
	DISAPPROVAL		
DATE	NAME, GRADE AND TITLE JASON M. LIVINGSTON, GS-13, DAFC Chief, Resource Management Flight		SIGNATURE
<b>LEGAL REVIEW</b>			
	APPROVAL	REMARKS	
	DISAPPROVAL		
DATE			SIGNATURE
<b>APPROVING AUTHORITY ACTION (Completed by 633d FSS/CC or 733d FSS/CD)</b>			
	APPROVAL	RECOMMEND APPROVAL	
	DISAPPROVAL		
DATE	NAME AND GRADE DONNA S. FONTES, NF-V Civilian Leader, 733d Force Support Division		SIGNATURE

