

Approved for Routing \_\_\_\_\_

By \_\_\_\_\_

**341 MW/JA Legal Review**  
**Charity/Donation Proposals**

**PROPOSALS MUST BE SUBMITTED AT LEAST 3 WEEKS PRIOR TO EVENT DATE**

**Organization Sponsoring the Event:** \_\_\_\_\_.

**Event:** \_\_\_\_\_.

**Date of the Event** \_\_\_\_\_.

*\*\*Include Start Date and End Date\*\**

**Brief description of the proposed event:\***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*At a minimum, include: who is to be involved in the activity, what the proceeds of the fundraiser will be used for (i.e. who benefits from the funds raised), where the fundraiser will be held, and any other information explaining the mechanics of the proposed event. **Failing to include this information will result in an automatic rejection of your request.**

**1. Private Organization/Unofficial Activity/Private Sponsorship** (Initial Each Paragraph or Mark "N/A")

1.1 \_\_\_\_\_ **This event does not have the effect of advertising for, making referrals to, or encouraging use of any commercial business concerns.** *Only authorized if a PO or unofficial activity/organization conducts an approved fund-raising event through a third-party. AFI 34-223, § 10.9.3.*

1.2 \_\_\_\_\_ **The Charity/Donation Event does not prejudice or discredit the United States Air Force and will not imply federal endorsement.** *AFI 34-223, §10.15*

1.3 \_\_\_\_\_ **The Charity/Donation Event will take place outside the workplace.** *Fundraisers may not occur in the workplace. The installation commander may authorize fundraising in designated areas on base, such as public entrances, in community support facilities, and in personal quarters. DoD 5500.7R (JER) § 3-300.a(2).*

1.4 \_\_\_\_\_ **The Charity/Donation Event does not duplicate or compete with AAFES or Service NAFIs OR, if it does, the appropriate AAFES or NAFI representative has given permission for the fundraiser to occur.** *POs and unofficial activities/organizations must not engage in activities that duplicate or compete with activities of the Army and Air Force Exchange Services (AAFES) or Services NAFIs. AFI 34-223, §10.8*

(Initials from AAFES representative, if applicable: \_\_\_\_\_ Date: \_\_\_\_\_ Approve / Disapprove)

(Initials from Commissary representative, if applicable: \_\_\_\_\_ Date: \_\_\_\_\_ Approve / Disapprove)

(Initials from NAFI representative, if applicable: \_\_\_\_\_ Date: \_\_\_\_\_ Approve / Disapprove)

(Initials from NAFI Flight Chief, if applicable: \_\_\_\_\_ Date: \_\_\_\_\_ Approve / Disapprove)

1.5 \_\_\_\_\_ **Promotion of this Charity/Donation Event will NOT use government resources (i.e. government supplies, equipment, and email).** *POs/Unofficial Activities must furnish their own equipment, supplies, and other materials. AFI 34-223, §11. In no event will official email, mail, computers, copiers, BITS, etc., be used to provide advertising for fundraising and volunteer requests. AFI 34-223, §11.1.3.*

1.6 \_\_\_\_\_ **The Charity/Donation Event will NOT involve the one-on-one solicitation of junior ranking members by higher-ranking participants in the fundraiser effort.** *5 C.F.R. 2635.808(c)(1).*

1.7 \_\_\_\_\_ **The Charity/Donation Event and advertising activities will be conducted outside the workplace and military members or civilian employees will only participate outside their duty time. All participation in the fundraiser will be voluntary.** 5 C.F.R. 2635.705(a). Under DoD 5500.7-R, an installation commander "may, on a limited basis, authorize . . . employees or dependents of employees to participate in fundraising activities in designated areas on Federal Government installations, such as public entrances." All participation must be voluntary. AFI 36-3101 lists offices, hangars, and flight lines as examples of workplace areas, but also lists entrances, lobbies, or concourses of buildings as examples of non-workplace areas

1.8 \_\_\_\_\_ **The Charity/Donation event will not create the appearance or suggestion of official endorsement or preferential treatment of any non-Federal entity.** 5 CFR 2635.702(c); JER para. 3-210a.

**2. CFC and AFAF Campaigns** – This section **is/ is not** applicable. (Initial Each Paragraph or Mark "N/A")

2.1 \_\_\_\_\_ **The event does NOT detract from CFC or AFAF campaigns in progress?** Event must not directly compete with these campaigns. AFI 36-3101, Table 1, Rule 4F. The requester must indicate in the event description why this event will not detract from the CFC or AFAF campaign in process.

Facility Manager - Where Event is Taking Place: *APPROVE / DISAPPROVE*

Facility Location: \_\_\_\_\_

\_\_\_\_\_  
*Facility Manager*

\_\_\_\_\_  
*Date*

Activities Flight Chief: *APPROVE / DISAPPROVE*

*\*Only Applicable if this a NAF Location: CDC, Youth Center, Grizzly Bend Club, Bowling Lanes, Outdoor Recreation, Arts & Crafts Center and the Library.\**

\_\_\_\_\_  
*Activities Flight chief*

\_\_\_\_\_  
*Date*

*This checklist was completed by* \_\_\_\_\_

*Print Name, Rank, Phone Number*

\_\_\_\_\_  
*Date (Proposals Must Be Submitted at Least 3 Weeks Prior to Event Date)*

*PO Monitor Review of Proposal*

**\*This is / is not a Private Organization sponsored Event.\***

*Other Comments/Concerns:*

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\_\_\_\_\_  
*Thomas E. Kiernan*  
*341 MW PO Monitor*

\_\_\_\_\_  
*Date*

*341 MW/JA Review of Proposal*

*I find the above referenced proposed event is / is not legally sufficient.*

***Rationale:***

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***Did reviewer make contact with event POC?*** \_\_\_\_\_

\_\_\_\_\_  
*341 MW/JA*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
***Printed Name & Rank or Stamp***

*341 FSS/CC: APPROVE / DISAPPROVE*

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**KRISTINA B. ECLEVIA, Major, USAF**  
**Commander**

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*Date*

*341 FSS/CC Comments/Concerns:*

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