

Date Approved for Routing: _____

By: _____

**341 MW/JA Legal Review
Fundraising Proposals**

PROPOSALS MUST BE SUBMITTED AT LEAST 4 WEEKS PRIOR TO EVENT DATE

Organization Sponsoring the Fundraiser _____.

Event _____ **Date of Event** _____.

Brief description of the proposed event/fundraiser:*

_____.

*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 fundraising request.**

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

1.1 _____ **This fundraiser is only the first, second or third fundraiser held by this organization this quarter.** *Does not apply to PO sales of AF Schools or unit souvenirs or memorabilia to members of the school or unit involved provided AAFES and Services resale activities elect not to provide this service and the PO chartering documentation authorizes resale under these circumstances. AFI 34-223, §§ 10.9.1-2.*

1.2 _____ **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.*

1.3 _____ **No alcohol will be sold at the event.** *POs and unofficial activities/organizations may not sell alcoholic beverages. AFI 34-223, § 10.10.*

1.4 _____ **The fundraiser does not prejudice or discredit the United States Air Force and will not imply federal endorsement.** *AFI 34-223, §10.15*

1.5 _____ **The fundraiser 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).*

1.6 _____ **The fundraiser 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*

Signature from AAFES representative, if applicable: _____

Date: _____ (Approve / Disapprove)

Controlled by: Air Force

Controlled by:

CUI Category: PRVCY

Distribution/Dissemination Controls: FED ONLY

POC:

Services NAFIs include Outdoor Recreation, Arts & Crafts, Bowling Lanes and Grizzly Bend Club.

Signature from NAFI representative, if applicable: _____

Date: _____ (Approve / Disapprove)

Controlled by: Air Force

Controlled by: 341 FSS/

CUI Category: PRVCY

Distribution/Dissemination Controls: FED ONLY

POC:

Signature from NAFI Flight Chief, if applicable: _____

Date: _____ (Approve / Disapprove)

Controlled by: Air Force

Controlled by: 341 FSS/

CUI Category: PRVCY

Distribution/Dissemination Controls: FED ONLY

POC:

1.7 _____ **Promotion of this fundraiser will NOT use government resources (i.e. government supplies, equipment, and email).** POs 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.

1.8 _____ **The fundraiser 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).

1.9 _____ **The fundraiser does not involve the sale of food OR, if it does, Public Health has approved this event. (If no, skip to 1.13)**

(Signature from Public Health, if applicable: _____)

Date: _____ (Approve / Disapprove)

Controlled by: Air Force

Controlled by:

CUI Category: PRVCY

Distribution/Dissemination Controls: FED ONLY

POC:

1.10 _____ **Everyone preparing, cooking or serving food has received Food Handlers Training.**

1.11 _____ **Food needs to be purchased from an Air Force approved facility, ex: Commissary or BX.**

1.12 _____ **Food will need to be cooked/prepared at Base approved facility, ex: Grizzly Bend Club Kitchen.**

(Approved / Disapproved by Grizzly Bend Club - Signed and Dated)

Grizzly Bend Manager Signature

Date _____

Controlled by: Air Force

Controlled by:

CUI Category: PRVCY

Distribution/Dissemination Controls: FED ONLY

POC:

1.13 _____ **The fundraiser 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*

1.14 _____ **The fundraiser 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. Gambling & Raffles – This section is/is not applicable. (Initial Each Paragraph or Mark "N/A")

2.1 _____ **The fundraiser is NOT a game of chance, lottery, or other gambling-type activity other than a raffle.**

A raffle is the only game of chance that may be authorized. AFI 34-223, §10.15.2. Raffles must not violate any state or local laws and be for the benefit of DoD personnel or their families. AFI 34-223, § 10.16.

2.2 _____ **The raffle requested is NOT to raise funds for purely social, recreational, or entertainment purposes which benefit only individual PO members and/or their family members.** *Such raffles may not be authorized. Events such as underwriting the cost of a weekend ski trip, a sight-seeing tour or a shopping excursion cannot be funded by raffles. AFI 34-223, § 10.16.2.2.*

2.3 _____ **The request for approval to conduct a raffle identifies the purpose for which funds are being raised and the intended beneficiaries of the proceeds.** *AFI 34-223, § 10.16..*

2.4 _____ **The raffle is NOT officially endorsed or supported except as permitted by sections 3-210 and 3-211 of the JER.** *The JER places strict limits on endorsement or the appearance of endorsement of any fundraising activity. AFI 34-223, § 10.16.3; DoD 5700.7R (JER), §§ 3-210 and 3-211.*

2.5 _____ **Money earned from the raffle will be used only for the purpose and beneficiaries outlined in this request.** *AFI 34-223, § 10.16.2.3.*

3. Soliciting for a local internal program away from the workplace – This section is/ is not applicable. (Initial Each Paragraph or Mark "N/A")

3.1 _____ **The fundraiser exclusively directed towards the groups' members and do the funds exclusively benefit Air Force members.** *These events must be for the benefit of AF members. AFI 36-3101, Table 1, Note 2.*

3.2 _____ **If receiving official support and endorsement, the event is conducted by DoD employees, for the benefit of DoD employees.** *These events must be for the benefit of DoD employees. AFI 36-3101, Table 1, Note 4.*

3.3 _____ **The event does NOT detract from CFC or AFAP campaigns in progress.** *Fundraisers 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 AFAP campaign in process.*

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

Facility Location: _____

Facility Manager Printed Name: _____

Facility Manger Contact Number: _____

Facility Manager Signature

Date

Controlled by: Air Force
Controlled by:
CUI Category: PRVCY
Distribution/Dissemination Controls: FED ONLY

Activities Flight Chief – Where Event is Taking Place: APPROVE / DISAPPROVE

Activities Flight Chief Signature

Date

Controlled by: Air Force
Controlled by:
CUI Category: PRVCY
Distribution/Dissemination Controls: FED ONLY
POC:

If more than one facility will be involved in your event, please contact the Private Organization monitor for additional signature pages.

This checklist was completed by _____
Printed Name, Rank, Phone Number

Date (Proposals Must Be Submitted at Least 4 Weeks Prior to Event Date)

PO Monitor Review of Proposal

This is the (first) (second) (third) fundraiser held by this organization for the (first) (second) (third) (fourth) quarter.

Event approved / disapproved by Private Organization Monitor.

Other Comments/Concerns:

341 MW PO Monitor

Date

Controlled by: Air Force
Controlled by:
CUI Category: PRVCY
Distribution/Dissemination Controls: FED ONLY
POC:

341 MW/JA Review of Proposal

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

Rationale:

Did reviewer contact fundraiser POC? _____.

341 MW/JA

Date

Controlled by: Air Force
Controlled by:
CUI Category: PRVCY
Distribution/Dissemination Controls: FED ONLY
POC:

341 FSS/CC: APPROVE / DISAPPROVE

Organization Sponsoring Event: _____

Event: _____

341 FSS/CC Comments/Concerns:

**RICHARD P. KING IV, Lt. Colonel, USAF,
Commander**

Date

Controlled by: Air Force

Controlled by: 341 FSS/CC

CUI Category: PRVCY

Distribution/Dissemination Controls: FED ONLY

POC: richard.king.25@us.af.mil