

FUNDRAISER REQUEST FORM

TO: 86 FSS
Ramstein Air Base, Germany

FROM: ORGANIZATION REPRESENTED (Name and Address)

DATE REQUEST SUBMITTED

NOTICE: I request authorization to hold a fundraising event on Ramstein Air 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 caused, 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 organizations debts.

NAME/EMAIL/PHONE NUMBER OF RESPONSIBLE INDIVIDUAL

TIME(s) and DATE(s) OF THIS FUNDRAISER

SIGNATURE OF RESPONSIBLE INDIVIDUAL

DATE(s) OF LAST FUNDRAISER

Please Read Instructions on Page 2 Prior to Completing Form

-Please Type-

NO. OF EXPECTED PARTICIPANTS

ADULTS

CHILDREN UNDER 12

DETAILS of your event e.g.: **WHAT:** wishes to hold a bake sale or a 5K. **WHERE:** location of the fundraiser (physical location) **WHY:** funds to be used to offset cost of our unit's party or to raise funds for a local scholarship. (Be as specific as you can be. If necessary, attach more information on a separate page.)

What:

Where:

Why:

The Joint Ethics Regulation prohibits the use of DoD communication resources (telephones, fax machines, E-mail, the Internet) or any other Government resource in any manner that would reflect adversely on the DoD, which specifically includes soliciting and selling (JER sec. 2-301.a. and b).

True False

Check True or False

1. The requesting organization is primarily made up of AF/DoD members.
2. All participants will be volunteers, not in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.
3. This event will involve food preparation.
4. The location of this event is considered the workplace.
5. This event will involve solicitation in base housing.
6. This organization has obtained liability insurance if necessary.
7. If this event is represented by an unofficial activity, assets were below \$1000 average for the last 3-month period.
8. This event will occur during CFC or AFAF drives. **CFC is 1 September - 14 January**
9. All organization's documents are up to date, to including minutes and budgets.

COORDINATION: Please see page 2 for more information.

OFFICE	A: Facility Manager	B: Public Health	C: Private Orgs Office	Other	Other
Initials/ Date					

E: 86 AW/JA RECOMMENDATION:(IF REQUIRED)

Approval

Denial

Qualifies as:	A local INTERNAL program AWAY FROM the workplace
OTHER:	

A local INTERNAL program AT the workplace

Remarks:

Signature:

Subject to Instructions:

DECISION OF APPROVAL AUTHORITY: YOUR REQUEST TO CONDUCT A FUNDRAISER IS:

APPROVED

7

DENIED

REMARKS/LIMITATIONS:

F. NAME, GRADE, AND DUTY TITLE
AMY M. GLISSON, Colonel, USAF
Commander, 86th Mission Support Group

SIGNATURE

INSTRUCTIONS

Appropriate coordination and approval are required on all fundraising requests. **Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.** Any changes made to the original request, must be sent back with the revisions made to the PO's Office for another review. This is to include changes made after the final approval.

If instructions are not followed or if fundraising is done outside the scope of the approved fundraiser request,

86 FSS/FSR reserves the right to penalize the organization accordingly.

1. All fundraising activities must be coordinated through 86 FSS Private Organizations Office. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, AFI 36-3101, and the Joint Ethics Regulation (JER). However, other restrictions may apply.
2. Private Organizations **must not** do anything that implies Federal endorsement of a fundraising event and **may not** actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in the event must do so with the clear understanding that they may only do so in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the JER.
3. Organizations are authorized to conduct three fundraisers per quarter.
4. Fundraisers are to be conducted **away from** the workplace. The installation commander determines which areas of the installation are and are not workplaces. The AFI provides examples of what are considered "workplaces" (offices, hangars, flight line) and what are not considered "workplaces" (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms). The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.
5. A fundraiser **may not** consist of frequent/continuous resale activities or compete with the Exchange or NAFI activities.
6. Door-to-door solicitation is largely prohibited in military housing areas. This prohibition exists to protect the security of the installation, avoid high-pressure sales techniques and allow military personnel and their families a peaceful living environment free from unwanted intrusion. As such, access to military housing for door-to-door solicitation is and will be highly restricted.
7. Government email **may not** be used in furtherance of this fundraiser. Advertisement of the event may not appear as official Air Force or installation endorsement of the event. All advertising must include "*This is a private organization. It is not part of the Department of Defense or any of its components and it has no governmental status.*" In addition, **organizations are not authorized to begin advertising until after the event has been approved.**
8. Installation Excellence Requirements must be followed. Sandwich boards and properly placed fliers are the only authorized means of physical advertising. Sandwich boards are to be placed on the day of and in the immediate location of the event only. Please check out standard sandwich boards at the Self Help Store, Bldg 510 on Ramstein AB, DSN 480-5034. DoD ID card holders must provide a hand receipt signed by their first sergeant, facility manager, or commander to pickup to ensure accountability of the limited boards. Do not use handmade signs. **Fliers/notices WILL NOT be affixed to light poles**, etc. Building Managers will approve fliers to be placed on bulletin boards in their building only-such as the Commissary. All fliers must include the disclaimer found in paragraph.
9. Large fundraiser on base should inform the Gatekeeper of the event. They can also help to advertise your event based on availability.
Email: 86aw.gatekeeper@us.af.mil

I acknowledge that I have read the conditions and the organization will follow all protocol during the fundraiser

Signature _____

COORDINATION

Please see below for the required coordination, which must be signed in their respective box on page 1. **All required facilities must have signed before submitting requests to the 86 FSS Private Organizations Office.** The approval process can take up to fifteen (15) days and up to sixty (60) days during CFC and AFAF drives. Plan accordingly, and submit requests as early as possible.

A. Base facility proposed for use, ensuring facility is **not a workplace**.

B. Public Health (86 MDG) if food preparation is involved.

email: usaf.ramstein.86-mdg.mbx.86-omrs-food-safety@mail.mil

DSN: 479-2253

C. 86 FSS Private Organization Office

email: 86FSS.PrivateOrgs@us.af.mil DSN: 480-8728

E. Legal Office (86 AW/JA)

Event involves raffle.

Event involves increased risk of injury and the PO does not have liability insurance.

Event will take place during annual Combined Federal Campaign (CFC) in fall or the Air Force Assistance Fund (AFAF)

F. 86 FSS/ CC or 86 MSG/CC if during CFC, AFAF, or if requested.