

[illegible]

INSTRUCTIONS

Proper coordination procedures are listed below. All proper agencies should have signed your request. Any changes made to the original request, must be sent back with the revisions made 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.
3. Fundraisers are to be conducted **away from** the workplace. The installation commander determines which areas of the installation are and are not workplaces.
4. A fundraiser **may not** consist of frequent/continuous resale activities or compete with the Exchange or NAFI activities.
5. Door-to-door solicitation is **prohibited** in military housing areas. Access to military housing for door-to-door solicitation is and will be highly restricted.
6. 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.**
7. 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 . 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 per AFI34-223.
8. 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
9. If Requesting 86 AW participation, private organizations should use the CAG's Strategic Calendar website at <https://usaf.dps.mil/sites/86WSA/CAG/SitePages/STRATCAL.aspx> and follow the steps in the flowchart displayed on the main page.
10. For guidance on flags, please see Flag Memo DTD 200716 - FINAL, found at <https://86fss.com/private-organizations/forms-publications>.

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

Signature _____

COORDINATION

All required facilities must have signed before submitting requests to the 86 FSS Private Organizations Office. After submission, the final approval can take up to fifteen (15) workdays and up to thirty (30) days during CFC and AFAF drives for final approval.

Plan accordingly, and submit requests as early as possible.

- A. Facility Manager for the facility being used. Ensure the 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@health.mil DSN: 479-2253
- C. 86 FSS Private Organization Office
email: 86FSS.PrivateOrgs@us.af.mil DSN: 480-8728
- D. 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)
- E. 86 FSS/ CC final approval or 86 MSG/CC final approval if during CFC, AFAF, or if a legal review is needed.
- F. Requests for 86 AW leadership participation
email: 86aw.gatekeeper@us.af.mil