

# 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
1. The number of rows in a matrix is the same as the number of columns.		
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### 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.
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: 86 AW Gatekeeper	D: Private Orgs Office	Other
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Initials/ Date					
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**D: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**

☐ **DENIED**

REMARKS/LIMITATIONS:

E. NAME, GRADE, AND DUTY TITLE  
JUDE M. SORG, GS-14, DAFC Deputy Director,  
86th Force Support Squadron

SIGNATURE

## 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 final approval. If the fundraiser 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. It is **NOT authorized to have any kind of Commercial Sponsorship** this is to include: Putting the logo of the company on marketing materials (promotional flyers/social media /wearable gear or equipment.) Display of banners or having an information table/display of merchandise, or to have representatives engaging in promoting/sales. Any donations may be verbally announced only at the event. Detailed information regarding this can be found in AFI 34-108 para1.4
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 fundraiser request and advertisement forms have been approved.**
7. Installation Excellence Requirements must be followed. Sandwich boards and properly placed fliers are the only authorized means of physical advertising. 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](mailto:usaf.ramstein.86-mdg.mbx.86-omrs-food-safety@health.mil) DSN: 479-2253
- C. Gatekeepers if this is a large fundraiser that could interfere with regular base operations.  
email: [86aw.gatekeeper@us.af.mil](mailto:86aw.gatekeeper@us.af.mil)
- D. 86 FSS Private Organization Office  
email: [86FSS.PrivateOrgs@us.af.mil](mailto: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 final approval or 86 MSG/CC final approval if during CFC, AFAF, or if a legal review is needed.