FUNDRAISER CHECKLIST FORM							
TO: 50 FSS/FSR Schriever AFB CO 80912	50 FSS/FSR						
NOTICE: I request authorization to hold a fundraising event on Schriever AFB CO. 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 should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable. THIS CHECKLIST MUST ACCOMPANY ALL FUNDRAISER REQUESTS.							
ORGANIZATION REPRESENTED (Name and Address)				TIME(s) and DATE(s) OF THIS FUNDRAISER			
SIGNATURE				DATE(s) OF LAST FUNDRAISER			
To Complete Form Please Read Instructions on Reverse			_	NO. OF EXPECTED PARTICIPANTS			
-Please Type or Print-			-	ADULT	2	CHILDREN UNDER 12	
DETAILS of your event: (For example: WHO: 50 SW Top Gun Booster Club WHAT: Would like to hold a cookie sale on 23 June 2017. WHERE: In the Atrium of Building 210, DeKok Bldg. WHY: Funds will be used to offset cost of the Booster Club's fundraising event. (Be complete and, if necessary, attach more information on a separate page.) For off-base events, include copy of solicitation letter sent to local merchant. If unsure about any requirement on this form, contact 50 FSS/FSR. FSR may direct you to contact JA. Who? What/When? Where? Advertising: 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).				Yes No	1. T F F T T T T T T T T T T T T T T T T	check Yes or No the requesting organization is primarily made up of AF/DoD nembers. All participants will be volunteers, not in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass. This event will not involve food preparation. (If so, see reverse) the location of this event is not considered the workplace. This event will not involve solicitation in base housing. Difficial endorsement of this event is not desired. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
	COOR	DINATION (see below)					
Qualifies as:A local INTERNAL program AWAY FROM the workplace [AFI 36-3101, Table 1, Rule 4F) This rule allows 50 SW/CC to ensure that fundraising activities do not detract from the CFC/AFAF Campaign, if in progress. (See Notes 2 & 4). [Rule applies only during CFC/AFAF campaign, usually during 3-month period: September thru December.) REMARKS: POs/UAs can still submit fundraising requests during the CFC/AFAF Campaign. However, the main difference is that the installation commander must approve ALL requests during the CFC period, as noted in Rule 4F above. At all other times, fundraising requests are approved by 50 FSS/CC.							
COORDINATION: If event <u>involves</u> food preparation (i.e., bake sale, chili sale, or any event that requires the handling of food) coordinate through:							
A. Building Manager of facility proposed for use							
B. Solicitation Letter sent to merchant w/approved terms.							
C. Public Health (21 MDS/SGPM)							
	r@us.af.mil) ce (50 FSS/FSR will route thru JA. 50 involve food handling, only A, C an		roves fui	ndraising requ	est.)		

INSTRUCTIONS

By placing my handwritten initials after each entry, I certify I understand the following 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. Once your request is submitted to 50
FSS/FSR, the approval process can take up to 15 days. Plan accordinglyInitials must be handwritten, not typed.
rss/rsk, the approval process can take up to 13 days. Fran accordingly.
1. All fundraising activities must be coordinated through 50 FSS/FSR and 50 SW/JA. Generally, fundraising is governed by DoD 5500.7-R, AFI 34-223, and AFI 36-3101. ALL FUNDRAISING MUST BE APPROVED IN ADVANCE . POs may
not advertise an event until the event is approved by 50 FSS/CC, 50 MSG/CC, or 50 SW/CC. Fundraising both on and off-base
must be approvedInitials
A W. L. d. C. A. C. L. C. C. L. C. L
2. Unless the installation commander approve a PO event, no fundraising is permitted during the COMBINED FEDERAL
CAMPAIGN (CFC) or AIR FORCE ASSISTANCE FUND (AFAF) Initials
3. Generally, EMPLOYEES MAY NOT USE government resources (e.g., fund, equipment, vehicles, supplies, postage, tools, (restricted email use) to support a PO fundraising event [5 CFR 2635.704(a); 5 CFR 2635.808(c)] Initials
4. No sales or activities are authorized in your official capacity as a member of the Air Force or the Federal government (JER Section 3-300). All VOLUNTEERS must act in their PERSONAL CAPACITY, be ON LEAVE OR SPECIAL PASS, and OUT OF UNIFORM. This means no setup or teardown of a fundraiser event while in uniform. All DoD participants must understand that they may only participate in their capacity as individuals. Civilian employees, like military members, are subject to the requirements of AFI 36-3101 and the JER Initials
5. The installation commander authorizes the establishment and operation of a PO when he or she determines it will make a POSITIVE CONTRIBUTION to the quality of life of base personnel. The commander may withdraw the authorization if the PO prejudices or discredits the U.S. Government, conflicts w/government activities, or for any other reason or just cause. (AFI 34-223, para 6.1) Initials
6. Private Organizations (POs) <u>must not</u> do anything that implies Federal endorsement of a fundraising event and <u>may not</u> actively participate in fundraising while on duty, in uniform, or while at the workplace. All DoD members who participate in this 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 Joint Ethics Regulation (JER) Initials
7. Fundraisers must be conducted AWAY FROM the workplace. The installation commander determines which areas of the installation are and are not workplaces (See 50 SW/CC Memo, Designation of Authorized Locations for Fundraising and Membership Events, dated 16 Mar 16 for 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). Initials
8. A fundraiser MAY NOT consist of frequent/continuous resale activities or compete with AAFES, Services, or NAFI activities. However, occasional sales are permitted. Occasional has been defined as not more than two (2) per calendar quarter. This fundraiser can be authorized if it complies with this definition Initials
9. Door-to-door solicitation is generally 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 Initials
10. Government email may not be used in furtherance of this fundraiser. (DoD 5500.7-R and AFI 33-119). Advertisement of the event may not appear to be an official Air Force or Schriever AFB endorsement of the eventInitials
11. Solicitation of DoD personnel JUNIOR IN RANK, GRADE OR POSITION IS NOT ALLOWED WHETHER ON OR OFFDUTY Initials
12. POs may accept gifts and donations; however, they may not solicit gifts or donations on-base. OFF-BASE SOLICITATIONS MUST CLEARLY INDICATE THAT THEY ARE FOR A PO and not for the base or any official part of the Air Force. Donor/gift recognition may not be made publicly. Recognition of the gift or donation can only be made to members of the PO or those present at an event benefitting from the donation/gift (AFI 34-223, para 10.15.1.3) Initials
13. POs may not use seals, logos, or insignia of the DoD or any DoD Component, DoD organizational unit, or DoD installation on organization letterhead, correspondence titles, of in association with organization programs, locations, or activities (AFI 34-223, paragraph 10.1.1) Initials
14. Schriever does not have a golf course, so if a PO intends to hold a golf tournament at Peterson, they must comply with the requirements in AFI 34-116, para 1.3.2 and meet Peterson's requirements to obtain approval of their golf course Initials.