

## FUNDRAISER REQUEST FORM

NAME OF FUNDRAISER COORDINATOR	DAYTIME PHONE NUMBER:	PRIVATE ORG/UNOFFICIAL ACTIVITY NAME:
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I request authorization to hold a fundraising event. If approved, I 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 the fundraising event for which approval was granted pursuant to this agreement, 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.

**THIS FUNDRAISER REQUEST FORM SHOULD BE SUBMITTED AT LEAST 30 DAYS PRIOR TO THE START OF THE FUNDRAISER.**

SIGNATURE OF PRESIDENT/VP: //Signed/Initial/Date//

FROM	TO	LOCATION OF EVENT	NUMBER OF PARTICIPANTS	
DATE:	DATE:		ADULTS	
TIME:	TIME:		CHILDREN UNDER 12	

<b>DETAILS OF YOUR EVENT - BE VERY DETAILED IN DESCRIBING THE EVENT. LACK OF SPECIFICS MAY DELAY PROCESSING OR RESULT IN OUTRIGHT DISAPPROVAL OF REQUEST.</b> WHAT: WHERE: WHY:  PRINT ADVERTISEMENT w/DISCLAIMER: Flyer Attached      Donation Letter(s) Attached      N/A I have read & understand the contents of AFI 34-223 updated 13 December 2018 as it pertains to fundraising activities. <b>Initials of Coordinator:</b> INSURANCE: Current Policy:    Yes    No    Approved Insurance Waiver:    Yes    No    NA	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> <tr> <td colspan="2" style="padding: 5px;">(If a PO) Is the PO a duly authorized PO to conduct business on Cannon AFB?</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Will the fundraiser be conducted by military members in uniform?</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Will this event take place during the CFC or AFAF drives?</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Will this event involve civilians without military IDs from off base</td> </tr> </table>	YES	NO	(If a PO) Is the PO a duly authorized PO to conduct business on Cannon AFB?		Will the fundraiser be conducted by military members in uniform?		Will this event take place during the CFC or AFAF drives?		Will this event involve civilians without military IDs from off base	
YES	NO										
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### COORDINATION - (COMPLETE AS APPLICABLE ACCORDING TO INSTRUCTIONS ON REVERSE)

	President/Vice President	Bldg. Custodian	Public Health	Private Organization Monitor
NAME RANK PHONE				<b>Good Standing per AFI 34-223: YES / NO</b>  Lorelei Holland NF-2 784-7006
INITIALS & DATE				LSH//
			<b>27 SOW/JA RECOMMENDATION:</b> <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	REMARKS:
			<b>27 SOFSS/CC RECOMMENDATION:</b> <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	REMARKS:

I hereby certify that I have reviewed AFI 34-223 & AFI 36-3101, & I will obey the following rules below:

- Disclaimer Required for Print/Electronic Media/Donation Letters:** I understand that private organizations must prominently display the following disclaimer on all print & electronic media mentioning the private organizations' name confirming that the private organization is not a part of DoD: **"This is a private organization. It is not a part of the Department of Defense or any of its components & it has no governmental status."** (ref. AFI 34-22310.1.2.3.) **Initials:**
- Uniform:** I understand that fundraisers may not be conducted in members' official capacity. Therefore, **private organization members will not wear uniform during the fundraiser** without the 27 SOW/CC or deluge's advanced approval (ref. AFI 36-3101, para 19). **Initials:**
- Use of Government E-mail:** I understand that AFI 33-119, *Air Force Messaging*, governs the use of government email. Paragraphs 3.9.2.1, states "In accordance with the DOD 5500.7-R, *Joint Ethics Regulation (JER)*, August 30, 1993, Commanders may authorize, on a limited basis, the use of Air Force E-mail to non-Federal employees as logistical support of an event sponsored by a non-Federal entity, **except for fundraising & membership drive events** when the Commander determines all of the following..." therefore, the use of government e-mail to publicize this fundraiser is prohibited. **Initials:**
- Advertisement:** I understand that I cannot advertise this event until the request is approved by the 27 SOW/CC or delegee. **Initials:**
- On-base Solicitation:** PO's & unofficial activities/organizations may not solicit funds on base. **Initials:**

SIGNATURE OF COORDINATOR: //Signed/Initial/Date//

## INSTRUCTIONS

Appropriate coordination (as shown below) & approval are required prior to making any arrangements that commit base facilities or organizations to fundraising activities or special events. No advertising shall be published prior to approval.

1. For all Private Organizations & unofficial activities fundraising requests, if event **does not** involve the handling or preparation of food, coordinate through:
  - A. Organizational President or Vice President
  - B. Building Custodian
  - C. Private Organization Monitor (27 SOFSS/FSR will route the rest of the way through Legal & SOFSS)
  
2. For all Private Organizations & unofficial activities fundraising requests, if event **does involve** food preparation, i.e., bake sale, chili sale, or any event that requires the handling of food, coordinate through:
  - A. Organizational President or Vice President
  - B. Building Custodian
  - C. Public Health
  - D. Private Organization Monitor (27 SOFSS/FSR will route the rest of the way through Legal & SOFSS)
  
3. If the event is **non-military affiliated**, (this does not include an approved Private Organization) e.g., Girl Scouts, Special Olympics, Base Marathon, or any other event in which individuals without DoD ID cards will be involved, coordinate through:
  - A. Unit Commander
  - B. Building Custodian
  - C. Base Safety
  - D. Security Forces
  - E. Public Affairs
  - F. Private Organization Monitor (27 SOFSS/FSR will route the rest of the way through Legal & SOFSS)
  
4. Please be sure to include the full name, rank & telephone number of each person that is coordinating on this request in case they need to be contacted. The **PRESIDENT/VP** should be the only individuals contacting the Private Organization Monitor concerning the request.
  
5. Only off-base (or away from base work centers) internal fundraisers (i.e., those conducted by members of the PO/UA, among its members & for its members) are authorized during the **CFC** or **AFAF** drives. Additionally, the fundraiser must not detract from these official campaigns. (Ref. AFI 36-3101, Table 1, Rule 4).



**DEPARTMENT OF THE AIR FORCE  
27TH SPECIAL OPERATIONS WING (AFSOC)  
CANNON AIR FORCE BASE NEW MEXICO**

MEMORANDUM FOR PRIVATE ORGANIZATIONS OPERATING ON CANNON AFB

FROM:

SUBJECT: 27 SOFSS Form 1 Addendum – Notification and Attestation of Legal Compliance

1. The purpose of this memorandum is to compile selected regulations that commonly govern Private Organization (PO) events on Cannon AFB (CAFB), and to ensure compliance with those regulations. Accordingly, this memorandum must accompany every 27 SOFSS Form 1 submitted to 27 SOW/JA by POs operating on CAFB. It should be completed by the PO’s point of contact for the proposed event listed on the 27 SOFSS Form 1. *(Direct questions regarding this checklist to 27 SOW/JA, (575) 784-2211.)*
2. Please complete the table below by initialing the appropriate response (“In Compliance,” “Not in Compliance,” or “N/A”) corresponding to each requirement. If you initial that you are not in compliance with any requirement, please include explanatory remarks in the space that follows the table. Sign and date the attestation paragraph before submitting to our office.

- a. Name of Private Organization: \_\_\_\_\_
- b. Name of proposed event: \_\_\_\_\_
- c. Date(s) of proposed event: \_\_\_\_\_

#	Requirement	In Compliance	Not in Compliance	N/A
	<b>Use of Government Resources</b>			
1	DoD communications systems (including official email) will not be used for an unofficial PO event. JER <sup>1</sup> 2-301.a.			
2	The proposed event is of interest and benefit to the DoD or local community. JER 3-211.a.(4).			
3	The proposed event is not requesting use of CAFB facilities for any use restricted by statutes or regulations. JER 3-211.a.(6).			
4	The proposed event will not add to government maintenance or janitorial expense (i.e., POs must clean up after themselves). JER 3-211.a.			
5	The proposed event will not interfere with performance of official duties on CAFB or detract from military readiness. JER 3-211.a.(1).			
6	PO members will not participate in their official capacities to give the appearance of DoD endorsement. JER 3-209.			
7	The proposed event is not charging an admission fee beyond the cost of sponsoring the event. JER 3-211.a.(7).			
	<b>Publicity</b>			
8	All advertisements, announcements, and media (i.e. flyers, emails, letters etc) for the proposed event will contain this disclaimer: “THIS IS A PRIVATE ORGANIZATION. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.” AFI 34-223, para 10.1.2.3.			
9	Advertisements for the proposed event will not include the POC’s official position or office (e.g., NCOIC, SA, OSS). JER 3-209.			

<sup>1</sup> Joint Ethics Regulation, DoD 5500.07-R, 17 November 2011.

	<b>Use of CAFB Real Property</b>	<b>In Compliance</b>	<b>Not In Compliance</b>	<b>N/A</b>
10	The proposed use of CAFB real property will not interfere with the mission. AFI 32-9003.			
11	The Air Force is not using the requested property or does not need the property for military purposes now. AFI 32-9003.			
12	The requested use of the property is compatible with Air Force needs, security, and safety. AFI 32-9003.			
	<b>Fundraisers</b>			
13	The proposed fundraiser will not harm the reputation of the United States Government or conflict with CAFB activities, the regular duty day, or mission requirements. AFI 34-223, para 10.19.			
14	The proposed fundraiser does not involve any action which would appear as if CAFB is endorsing or giving special treatment to any donor/giver involved. AFI 34-223, para 10.19.1.3.1			
15	The proposed fundraiser is not seeking official support from CAFB leadership for fundraising activities. JER 3-210.			
16	PO members will not solicit (i.e., request donations or ask for money) DoD personnel—to include their family members—junior in rank, grade, or position. JER 5-409.			
17	PO members will not solicit (i.e., request donations or ask for money) on CAFB. AFI 34-223, para 10.12. and 10.19.1.3			
18	The proposed event is the PO's first, second or third fundraiser for the calendar quarter (only three fundraisers are permitted per quarter). AFI 34-223, para 10.10.2.			
19	Fundraising will not be conducted in a PO member's "official capacity" (e.g., fundraising in uniform, while on duty, or in connection with official duties). JER 3-300.			
	<b>Fundraisers during CFC or AFAF</b>			
20	This event will not detract from the CFC or AFAF campaigns. AFI 36-3101, Table 1, Rule 3.			
21	A. The fundraising must be conducted by Air Force employees, among Air Force employees for the benefit of the Air Force. B. Fundraising must be conducted away from the workplace. AFI 36-3101, Table 1, Note 2.			
	<b>Liability</b>			
22	The proposed event will not involve dangerous activities or the PO has appropriate liability insurance. AFI 34-223, para.10.15.			
23	The PO consents to requiring signed hold harmless agreements from all participants in order to help insulate the Air Force from liability (if required by the approval authority). AFI 34-223, para 10.15.			
	<b>Raffles</b>			
24	The proposed raffle is in compliance with the State of New Mexico, New Mexico Bingo and Raffle Act Section 60-2F-6 H. AFI 34-223, para 10.20.3.			
25	On the Fundraiser Request Form (27 SOFSS Form 1), the PO has identified the purpose and intended beneficiaries of the proposed raffle, and has demonstrated how the PO will ensure proceeds are used only for that purpose. AFI 34-223, para 10.20.4.1.			
26	The proceeds of the proposed raffle will directly benefit DoD personnel or family members as a group; it will not benefit individual members. AFI 34-223, para 10.20.4.			

27	The proceeds of the proposed raffle will serve a charitable, civic, or welfare purpose and will not be given for purely social, recreational or entertainment purposes. AFI 34-223, para 10.20.4.			
28	The proposed raffle will not be conducted in the workplace or while in uniform. AFI 34-223, para 10.20.6.			
29	The proposed raffle will not be conducted by military members or civilians during duty time. AFI 34-223, para 10.20.7.			
<b>Miscellaneous</b>				
30	The proposed event will not sell or serve alcohol. AFI 34-223, para 10.14.			
31	The proposed event will not sell items that are available at or in competition with AAFES or the commissary, nor will the event directly resell items available from those stores. AFI 34-223, para 10.8.			

3. Explanatory remarks for those areas initialed “Not in Compliance”:

<b>Item No.</b>	<b>Remarks</b>

4. Attestation: “I certify that the foregoing declarations are true and correct. I am aware that false declarations may result in the sanction or dissolution of my private organization.”

NAME, Rank, USAF  
Title

Reviewed. Please Contact our office at (575) 784-2211 with questions. For Judge Advocate use only.

NAME, Rank, USAF  
Title