

**FUNDRAISER REQUEST FORM (Revised June 2020)**

<b>DATE OF REQUEST</b>		<b>FUNDRAISER DATE</b>	
<b>FUNDRAISER TIME</b>		<b>FUNDRAISER LOCATION</b>	
<b>NAME OF ORGANIZATION:</b>			
<b>NAME OF RESPONSIBLE INDIVIDUAL:</b>			
<b>PHONE NUMBER:</b>			
<b>EMAIL:</b>			
<b>NUMBER OF PREVIOUS FUNDRAISERS HELD WITHIN THE QUARTER: (Only 3 fundraisers permitted per Quarter)</b>			
<p><b>NOTICE:</b> I request authorization to hold a fundraising event on Spangdahlem AB, Germany. 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.</p>			
<b>DETAILS of EVENT: PO or Unofficial Activity needs to plan out the WHO, WHAT, WHERE, WHEN, WHY and HOW. (Be complete and if necessary, attach separate page)</b>		<b>Is your organization a....</b>	
		Private Organization registered with 52 FSS/FSR	<input type="checkbox"/>
<b>Number of volunteers?</b>	<b>Military</b>	<input type="checkbox"/>	<b>Civilian</b>
		Unit Unofficial Activity (Ex: Coffee fund, sunshine fund, etc.) *Note: If your cash/assets exceed a 3 month average of \$1k/month for 3 months, you must register as a PO)	<input type="checkbox"/>
<b>2. What will be sold, for how much, any pre-sale activities (describe when/where/how):</b>		Private Organization external to the base	<input type="checkbox"/>
		<b>Check Appropriate Box</b>	<b>YES</b> <b>NO</b>
		All participants will be volunteers, <b>not</b> in uniform, & if event is conducted during duty hours will be on leave/pass.	<input type="checkbox"/> <input type="checkbox"/>
<b>3. How are the funds going to be used? (i.e., purchase awards/plaques, defray cost of events to members, support charitable activities):</b>		Does this event involve food? (Must coordinate w/Public Health)	<input type="checkbox"/> <input type="checkbox"/>
		Does Fundraiser occur during the CFC/AFAF campaign? (No PO can conduct a fundraiser during CFC/AFAF campaign)	<input type="checkbox"/> <input type="checkbox"/>
		Note: Only Unofficial Unit-affiliated Activities can fundraise during the CFC/AFAF within their units. Unit commanders may approve all Unofficial Unit-affiliated Activity fundraising.	
<b>COORDINATION</b>			
<b>START</b> 52 FSS/FSR	<b>FACILITY MANAGER</b>	<b>PUBLIC HEALTH</b> (Skip if no food)	<b>BASE FIRE MARSHALL</b> (Skip if no BBQ/open flame)
			52 FW/JA
			<b>RETURN TO</b> 52 FSS/FSR
<b>REMARKS</b>			
<p>1. IAW paragraph 11.1.3, AFI 34-223, the use of government equipment and systems, to include email, for other than official purposes is extremely limited. If the fundraiser is approved, organizers may send <b>a one-time email detailing the day and time of the event along with a POC.</b></p> <p>2. POs may not conduct games of chance, lotteries, raffles, or other gambling-type activities except as provided in paragraph <b>10.16</b>. Unofficial activities/organizations may not conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances. All requests to conduct raffles must be reviewed by the servicing Judge Advocate's office.</p>			
<b>DECISION OF APPROVAL AUTHORITY: YOUR REQUEST TO CONDUCT A FUNDRAISER AT THE TIME AND DATE INDICATED IS</b>		<b>APPROVED</b>	<input type="checkbox"/>
		<b>DENIED</b>	<input type="checkbox"/>
<b>Approving Authority</b> Unit Commander (for all Unofficial Unit-affiliated Activity fundraising):			
52 FSS/CC:			