

## FUNDRAISER REQUEST FORM

<b>TO:</b> Andersen AFB, GU 96543	<b>FROM: NAME OF RESPONSIBLE INDIVIDUAL/PHONE NUMBER</b>	<b>DATE OF REQUEST</b>
<p><b>NOTICE:</b> I request authorization to hold a fundraising event on Andersen AFB, GU. 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>ORGANIZATION REPRESENTED (Name and Address)</b>	<b>TIME(s) and DATE(s) OF THIS FUNDRAISER</b>	
5@AFB5H9DC 7	<b>DATE(s) OF LAST FUNDRAISER</b>	
To Complete Form Please Read Instructions on page 2 and 3 <b>Coordination required 10 days prior to any advertisement</b>	<b>NO. OF EXPECTED PARTICIPANTS</b>	
	ADULTS	CHILDREN UNDER 12
<p><b>DETAILS of your event</b> e.g.: <b>WHO:</b> CGOC, <b>WHAT:</b> wishes to hold a cookie sale, <b>WHERE:</b> in front of the BX, <b>WHY:</b> funds to be used to offset cost of a unit party. (Be complete and if necessary, attach more information on a separate page.)</p> <p><b>Who:</b></p> <p><b>What:</b></p> <p><b>Where:</b></p> <p><b>Why:</b></p> <p><b>Advertising:</b> 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).</p>	Yes    No	<p style="text-align: center;"><b>Check Yes or No</b></p> <ol style="list-style-type: none"> <li>1. The requesting organization is primarily made up of AF/DoD members.</li> <li>2. All participants will be volunteers, <b>not</b> in uniform, and, if the fundraiser is conducted during duty hours, will be on leave or special pass.</li> <li>3. This event will <b>not</b> involve food preparation. (If so, see reverse)</li> <li>4. The location of this event is <b>not</b> considered the workplace.</li> <li>5. This event will <b>not</b> involve solicitation in base housing.</li> <li>6. Official endorsement of this event is <b>not</b> desired.</li> <li>7. If event is sponsored by an unofficial activity, its assets were below \$1000 average for the last 3-month period.</li> <li>8. This event will <b>not</b> occur during the CFC or AFA drives.</li> </ol>

### REQUIRED COORDINATION

#### FACILITY

Requester contacts Facility Manager for reservations and approval. Check mark facility reserved and indicate First Name/Last Name/Rank of facility coordinator and date.

- AAFES/BX, Bldg 24016 - 653-8179/688-2295 (C)
- AAFB/Commissary, Bldg 2202 - 366-2425
- Car Wash, 736th SFS, Bldg 2302 2 - 366-1150
- Hot Spot, Bldg 25005 - 366-2339/2958
- Fitness Center, Bldg 25045 - 366-2516/6100
- Bowling Center, Bldg 25005 - 366-5117/653-9713
- Palm Tree Golf Course, Bldg 1091 - 366-4653
- Other -

**Facility Coordination (First Name / Last Name / Rank / Date)**

## **FOOD SALES**

Food Sales requires requester to coordinate with the Public Health Office  
(Events with food sales-requires signature from public health located in **36 MDG Bldg 26009**)

Temporary food service facilities must comply with local, state, and AF guidelines. Food facilities are subject to Public Health evaluations.

Where will the PO purchase food from: \_\_\_\_\_  
Brand Names foods are not permitted for sale regardless of source. (i.e. Krispy Kreme Donut Sales)  
**(Food source must be approved by public health, please call 366-4147).**

**Activity requires coordination with Public Health**

I understand my responsibility to comply with Public Health Guidelines. I have received the Public Health Checklist, which will be reviewed by all and posted during this event.

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**Signature of Requester/Event Coordinator and Date**

## **OPEN FIRES/BBQ's**

Events requiring open BBQ or burger burn regardless of location on Andersen AFB require coordination with the **Base Fire Department 36 CES/CSF, Bldg 17002 - 671-366-5284**

**Activity requires coordination with Base Fire Department**

I understand my responsibility to comply with Base Fire Protection Guidelines and measures, which will be reviewed by all and maintained during this event.

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**Signature of Requester/Event Coordinator and Date**

## INSTRUCTIONS

1. Fill out all the information in the Fundraising Request Form.
2. Check the box of the facility reserved, add the information of which you coordinated the request through, their name, rank or title, and the date coordinated.
3. If you are selling food, check the “activity requires coordination with public health, add where the food will be purchased from. Type your name in the signature block that you have coordinated with public health and understand your responsibilities.
4. If you are cooking, check “activity requires coordination with base fire department.” Type your name in the signature block that you have coordinated with the base fire department and understand your responsibilities.
5. Please ensure signature and date on all required areas of form. Digital signatures are acceptable.
6. Print a copy of this application for your records. Click “SUBMIT” to send form. If digital signature is not applicable, print form, sign/date, and email to [marie.fejerang@andersen.af.mil](mailto:marie.fejerang@andersen.af.mil).

## POLICY

1. Appropriate coordination and approval are required on all fundraising request. Proper coordination procedures are listed below; please follow each to ensure the proper agencies have reviewed your request.
2. All fundraising activities must be coordinated through 36 FSS/CC and 36 WG/JA and approved by 36 MSG/CC. Generally, fundraising is governed by DoD 5500.7-R, the Joint Ethics Regulation (JER), AFI 34-223, and AFI 36-3101.
3. Air Force members **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 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 JER.
4. Fundraisers are to be conducted **away from** the workplace. The installation commander determines which areas of the installation are and are not workplaces. The AFI provides 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). The requirement that fundraising not occur at the workplace is not affected by the military status of those engaged in the fundraiser.
5. 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.
6. Door-to-door solicitation is largely 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.
7. Pos must furnish their own equipment, supplies, and other materials per (AFI 34-223 – 11). POs are not authorized FREE Issue Equipment Letters from Outdoor Recreation.
8. **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 LAAFB endorsement of the event.
9. Finally, solicitation of DoD personnel junior in rank, grade or position is not allowed.