

**FUNDRAISER REQUEST FORM**

Incirlik Air Base, Turkey

**COORDINATION (see reverse)**

OFFICE	A: Facility Manager	B: Public Health (if food involved)	C: 39 FSS/FSRP	D: 39 ABW/JA (if raffle involved)	E: 39 FSS/FSR	F: 39 FSS/CC
Initials/Date						

**NAME OF REQUESTER / PHONE NUMBER** \_\_\_\_\_ **DATE OF REQUEST** \_\_\_\_\_

*NOTICE: I request authorization to hold a fundraising event on Incirlik AB, Turkey. 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.*

**ORGANIZATION REPRESENTED (Name)****TIME(s) and DATE(s) OF THIS FUNDRAISER****SIGNATURE OF REQUESTER****DATE(s) OF LAST FUNDRAISER****TO COMPLETE THIS FORM, PLEASE READ INSTRUCTIONS ON REVERSE****Please Print**

**DETAILS OF YOUR EVENT** (Example – **WHAT:** Wish to hold a bake sale, car wash, etc.; **WHERE:** In the BX lobby, parking lot, etc.; **PURPOSE:** Funds will be used to offset the cost of a unit party). Please be as detailed and comprehensive as possible, attaching additional sheets if necessary.)

**WHAT:****COST:****WHERE:****PURPOSE:****YES NO** Check YES or NO

1. Does the requesting organization consist primarily of Air Force / Department of Defense members?
2. Do you understand that 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. Does this event involve a raffle? (If so, see reverse side, "Coordination")
4. Will this event involve food preparation? (If so, see reverse side, "Coordination.")
5. Do you understand that this event may **not** be held in the workplace?
6. Do you understand that this event will **not** involve solicitation in base housing?
7. Do you desire official endorsement of this event?

**DECISION OF APPROVAL AUTHORITY:** Your request to conduct a fundraiser at the times and dates indicated above is:  Approved  Denied  
Remarks/Limitations:

NAME, GRADE, AND DUTY TITLE

SIGNATURE

## INSTRUCTIONS

1. Appropriate coordination and approval are required for all fundraising requests. Proper coordination procedures are listed below. Please route the request accordingly to ensure the proper agencies have reviewed your request. **You may not conduct or advertise your fundraising event prior to final approval.**
2. All fundraising activities must be coordinated through 39 FSS. Generally, fundraising is governed by AFI 36-3101, *Fundraising within the Air Force*, 12 Jul 02. Please see "Coordination" directions below.
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 Joint Ethics Regulation (JER).
4. Fundraisers are to be conducted **away from** the workplace in a non-administrative area. The installation commander defines "workplace" areas. The AFI provides examples of "workplace" areas (offices, hangars, flight line) and areas not considered to be the "workplace" (base quarters, entrances, lobbies or concourses of buildings, schools, chapels, break rooms).
5. A fundraiser **may not** consist of frequent/continuous resale activities or compete with AAFES or Force Support Squadron-affiliated activities. Occasional sales, however, are permitted. "Occasional" has been defined as not more than two (2) events per calendar quarter. In some cases, fundraisers held in conjunction with official base-wide events (i.e., Wing 4<sup>th</sup> of July festivities) may not necessarily be counted towards the two-event limit. Appropriate routing and case-by-case review of such requests are still required.
6. Private organizations and unofficial activities/organizations **may not** sell alcoholic beverages. Also, unofficial activities/organizations **may not** conduct games of chance, lotteries, raffles, or other gambling-type activities under any circumstances. AFI 34-223, *Private Organization Program*, 11 Aug 03.
7. 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 provide military personnel and their families a peaceful living environment free from unwanted intrusions. As such, access to military housing for door-to-door solicitation is and will be highly restricted.
8. **Government email may not be used in furtherance of this fundraiser. For example, an organization may not use mass-email messages sent from government computers to advertise the fundraising event.**
  - a. 9. Solicitation of DoD personnel junior in rank, grade, or position is prohibited. 39 ABW/JA (Legal Office) – Civil Law division (DSN 6800 / Bldg 833, 2nd floor)

## COORDINATION

Once submitted to 39 FSS, the approval process may take up to fourteen (14) days. Please plan accordingly.

1. If the event **does not** involve the handling or preparation of food, coordinate through:
  - a. Facility manager (i.e., BX manager, etc.)
  - b. 39 FSS/FSRP– POC: Erica Vincent (DSN 1655 / Bldg 912)
  - c. 39 FSS/FSR
  - d. 39 FSS/CC
2. If the event **does involve** food preparation (i.e., bake sale, chili sale, or any event requiring food handling), coordinate through:
  - a. Facility manager (i.e., BX manager, etc.)
  - b. Public Health (39 MDG/SGPM) – Hospital
  - c. 39 FSS/FSRP– POC: Erica Vincent (DSN 1655 / Bldg 912)
  - d. 39 FSS/FSR
  - e. 39 FSS/CC
3. If the event **does involve** a raffle, IAW AFI 34-223, Paragraph 10.16, **ALL REQUESTS TO CONDUCT A RAFFLE REQUIRE A LEGAL REVIEW.** - 39 ABW/JA (Legal Office) – Civil Law division (DSN 6800 / Bldg 833, 2nd floor)