

**Once a proper form is submitted to 31 FSS, the approval process can take up to fifteen (15) calendar days. Please plan accordingly.**

## **Aviano AB Fundraising Request Instructions**

### **Filling out the form and sending for approval**

- Fill out in its entirety Section 1 and Section 2.
- Read Section 3 and 4.
- Sign the form in Section 4.
- Coordination must be obtained in Section 5 :
  - o Facility: the signature belongs to whoever has ownership of the area where the event will be held (i.e. BX entrance requires BX Manager's signature).
  - o Public Health: signature is required whenever food is involved.
  - o Safety and Fire Department: required if cooking on location or whenever deemed necessary based on event risks.
- Once Section 5 is completed, email this form to [31fss.fsr.privateorgs@us.af.mil](mailto:31fss.fsr.privateorgs@us.af.mil) (Form must be emailed).
- Private Organization Monitor (31 FSS/FSR) will obtain approvals in Section 6 as needed (Legal Office and 31 FSS/CC).
- Once 31 FSS Commander or Deputy has given final approval, the Private Organization Monitor will email a copy of the completed form to the POC indicated in Section 1.

**Once submitted to 31 FSS, the approval process can take up to fifteen (15) calendar days. Please plan accordingly.**

Section One – Organization information		
Private Organization Name Represented:	Date of Request:	Request number for this quarter: ____ of 3
From: (Event POC)	Duty Phone:	E-mail Address of POC:

Section Two – Event details		
Type: (ex. Golf Tournament, Bake Sale, etc.)	Date(s):	Time(s):
Location: (Bldg. name and #)	Who will be the target audience? (Membership, Sq. personnel, etc.)	
Purpose: (How will the proceeds be used?)	Prices of product to be sold: (A price range is sufficient)	
Misc. event details: (Type of food, procedures, etc.)	Will Private Org members volunteer at this event?	
Is this occurring during CFC or AFAF? Y or N (See AFI 36-3101)	If yes, does this package constitute a waiver request? Y or N	

Section Three – Rules and guidelines for fundraising
<p><b>1. Advertisement / Solicitation</b></p> <ul style="list-style-type: none"> <li>➤ <b><u>PLEASE ATTACH ALL ADVERTISEMENTS TO BE USED IN ASSOCIATION WITH THIS EVENT TO THIS REQUEST/E-MAIL.</u></b></li> <li>➤ Advertisements or promotion of the event should not take place until approved by 31 Force Support Squadron.</li> <li>➤ Any media used in the promotion of this event must include the 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.”</li> <li>➤ Chartered Private Organizations may use e-mail conservatively to communicate within the PO and/or unit they support. However, official e-mail, mail, computers, copiers, BITS, etc., may not be used to provide notice for fundraisers or volunteer requests.</li> <li>➤ Solicitation of DoD personnel junior in rank, grade or position is prohibited.</li> </ul>
<p><b>2. Procedure during the event</b></p> <ul style="list-style-type: none"> <li>➤ Military members may NOT participate in uniform, during on-duty status, nor use their title in association with this event.</li> <li>➤ Private organizations and unofficial activities/organizations may not sell alcoholic beverages.</li> </ul>
<p><b>3. Approval</b></p> <ul style="list-style-type: none"> <li>➤ Approval will be based upon the requested date, time, and location ONLY. Any changes must be approved by 31 FSS/FSR.</li> <li>➤ Only three fundraisers may be conducted by an organization each quarter.</li> <li>➤ In order to conduct a fundraiser during CFC or AFAF a waiver must be granted.</li> <li>➤ This request will be submitted to 31 Force Support Squadron not later than ten business days prior to the event.</li> </ul>
<p><b>4. Liability</b></p> <ul style="list-style-type: none"> <li>➤ If approved, I expressly agree to indemnify and hold the US Government 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.</li> <li>➤ I understand, should an incident occur, the individual members of the requesting organization, rather than the Air Force, would be liable.</li> </ul>

**Section Four – Organization’s signature**

I request authorization to hold a fundraising event on Aviano AB. I certify that this organization is in compliance with AFI 34-223 and AFI 36-3101. Furthermore, I have read the notes in section three of this form and understand them fully. The organization will conduct this event with the strict understanding that violation of Air Force instruction, as outlined in the above notes, may result in the suspension or the outright removal of the organization’s authorization to operate on Aviano AB.

**X**

\_\_\_\_\_  
Private Organization Officer  
(required)

**Section Five – Coordination and authorization**

*Coordination for fundraising on Aviano AB depends on the type of event proposed. The facility manager of the location where the event is to be held must coordinate to assure knowledge of the event. Public Health must coordinate all events involving food. The Private Organization will coordinate with Safety and Security Forces depending on the function.*

*The Private Organization Monitor (31 FSS/FSRC) will coordinate with Legal.*

*31 FSS/FSR will also coordinate with the 31 FSS Commander for final approval (as delegated by 31 MSG/CC)*

**X**

\_\_\_\_\_  
Facility  
(required)

**X**

\_\_\_\_\_  
Public Health Office, 31 AMDS/SGPM  
632-3998 (if applicable)

**X**

\_\_\_\_\_  
Safety, 31 FW/SE  
632-7233 (if applicable)

**X**

\_\_\_\_\_  
Fire Department  
(if applicable)

**Section Six ( For use by 31 FSS/FSR)**

**X**

\_\_\_\_\_  
Private Organization Monitor, 31 FSS/FSRC  
632-5273/5307 (required)

**X**

**X**

\_\_\_\_\_  
Legal, 31 FW/JA  
632-7843 (required)

**X**

\_\_\_\_\_  
Force Support, 31 FSS/CC or 31 FSS/DD  
(required)

Recommend Approval/Disapproval

Approve/Disapprove